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# Process Handbook

Rail,  
Transit and  
Planning  
Division

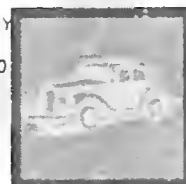
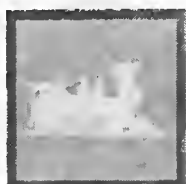


Montana Department of  
Transportation

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## ***Community Transportation Enhancement Program (CTEP)***

### **Unit**

CTEP Bureau

### **Contact**

Thomas Martin (406) 444-0809

### **Program Purpose**

CTEP is a capital improvement program intended to creatively integrate transportation facilities into their surrounding communities by enhancing an element of the natural or cultural environment.

### **Funding**

Enhancement (CTEP) projects are funded through a 10 percent set-aside of the Surface Transportation Program (STP), a core-funding category the department receives each year. This amounts to about \$5 million per year for enhancements projects. These federal funds provide 86.58 percent of the cost of eligible projects and the local agency provides 13.42 percent matching funds of the total project cost. The federal funds the department receives for CTEP are allocated to the 56 counties, 49 incorporated cities and 7 Tribal Governments.

### **Program Eligibilities**

To be eligible, projects must fall under one of the following categories and have a direct link to the transportation system based on function, impact or proximity.

1. Pedestrian and bicycle facilities
2. Historic preservation
3. Acquisition of scenic easements and historic or scenic sites
4. Archeological planning and research
5. Mitigation of water pollution due to highway runoff or reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity
6. Scenic or historic highway programs including provisions of tourist and welcome center facilities
7. Landscaping and other scenic beautification
8. Preservation of abandoned railway corridors (including the conversion and use for bicycle or pedestrian paths)
9. Rehabilitation and operation of historic transportation buildings, structures or facilities (including railroads)
10. Control and removal of outdoor advertising
11. Establishment of transportation museums
12. Provisions of safety and educational activities for pedestrians and bicyclists

## ***Community Transportation Enhancement Program (CTEP)***

### **Statutes**

23 USC 133(d)(2)

23 CFR Chapter 1, Highways

### **Proposal Development and Approval**

Project proposals are developed by the local agencies who are responsible for conducting a public participation process to solicit and prioritize projects. The public participation process used by the local agency is at their discretion providing all groups, including special interest, minority, neighborhood, etc., are given the opportunity to participate. Completed proposals are sent to the CTEP Bureau where they are reviewed to assure that they meet the guidelines of the program. The CTEP Bureau notifies the local agency of Department approval.

### **Project Agreement and Execution**

Project development agreements are provided to the local agency for signature. Once they are returned, the CTEP Bureau requests federal programming of the project. The local agency is then notified of federal approval and is given a notice to proceed with the next phase of the project development.

### **Project Development**

Project development is the responsibility of the local agency. This includes project design, either through a consultant or local agency staff, construction bid letting process and contract administration. The CTEP Bureau provides assistance and approvals for each phase of project development. The Department may administer a local agency's project only if it can be tied to an existing department project, the decision to do this is at the sole discretion of the department.

### **Project Construction**

CTEP Bureau issues notice to proceed with bid letting, or state will design and construct if project is being built in conjunction with state road projects.

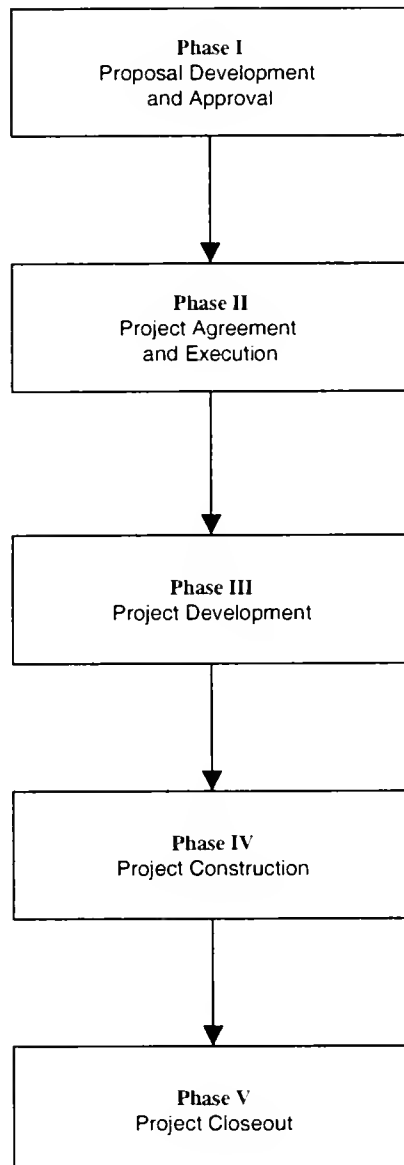
### **Project Closeout**

CTEP Bureau reviews all documents including Certificate of Completion and processes final payment request for all involved parties at project completion.



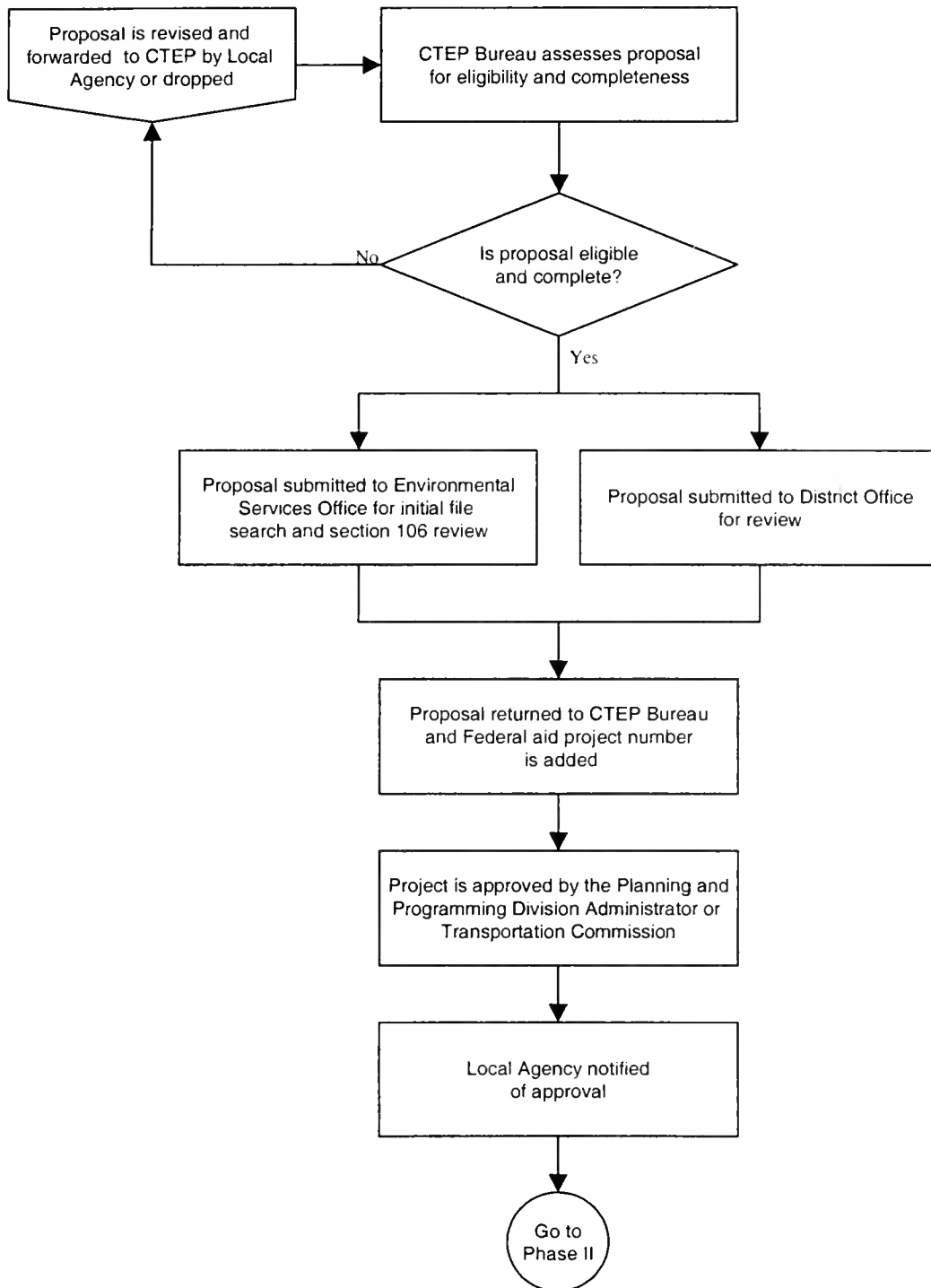
## *Community Transportation Enhancement Program (CTEP)*

### **Procedures for Community Transportation Enhancement Program Projects**



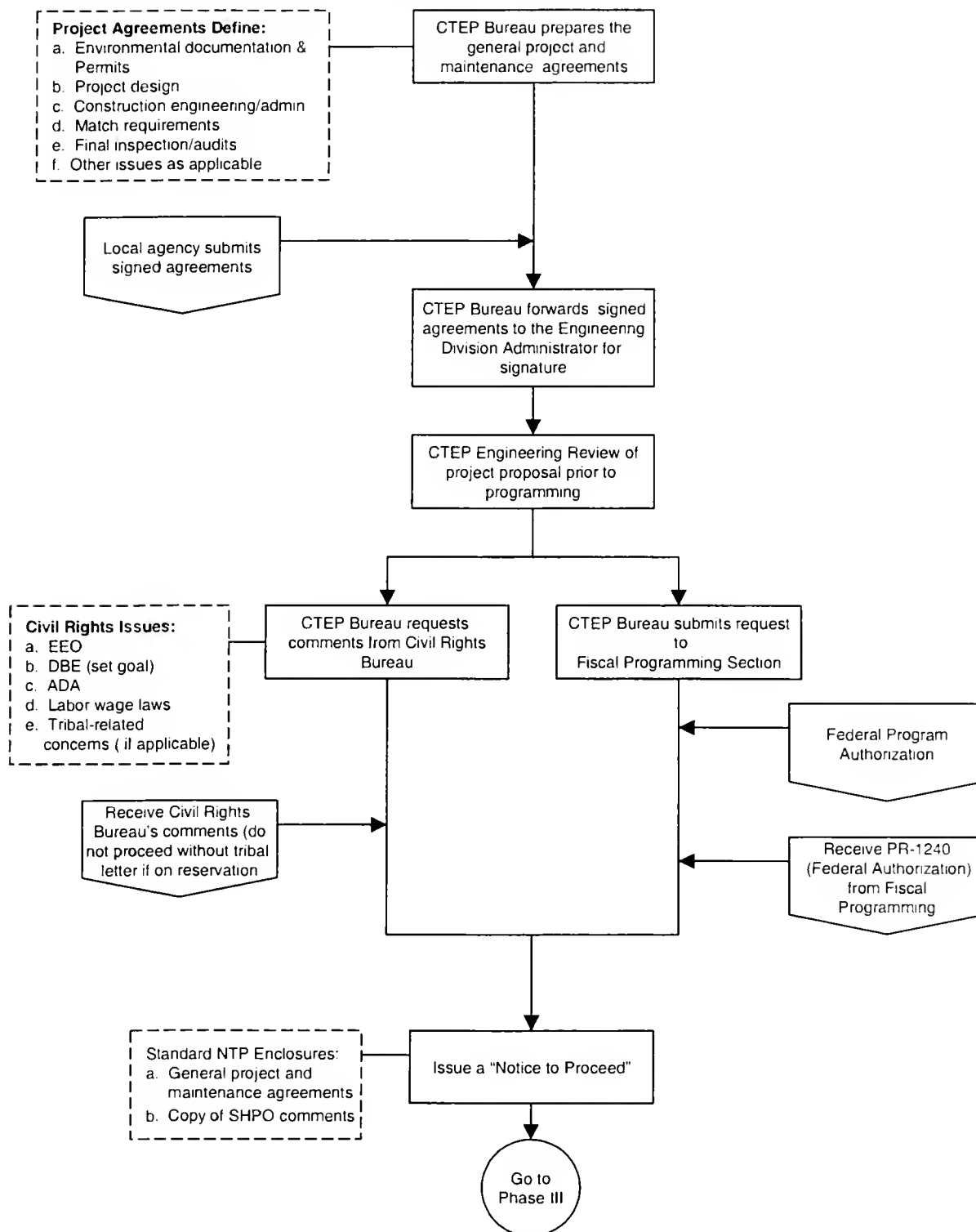
## ***Community Transportation Enhancement Program (CTEP)***

### **Phase I - Proposal Development/Approval Process**



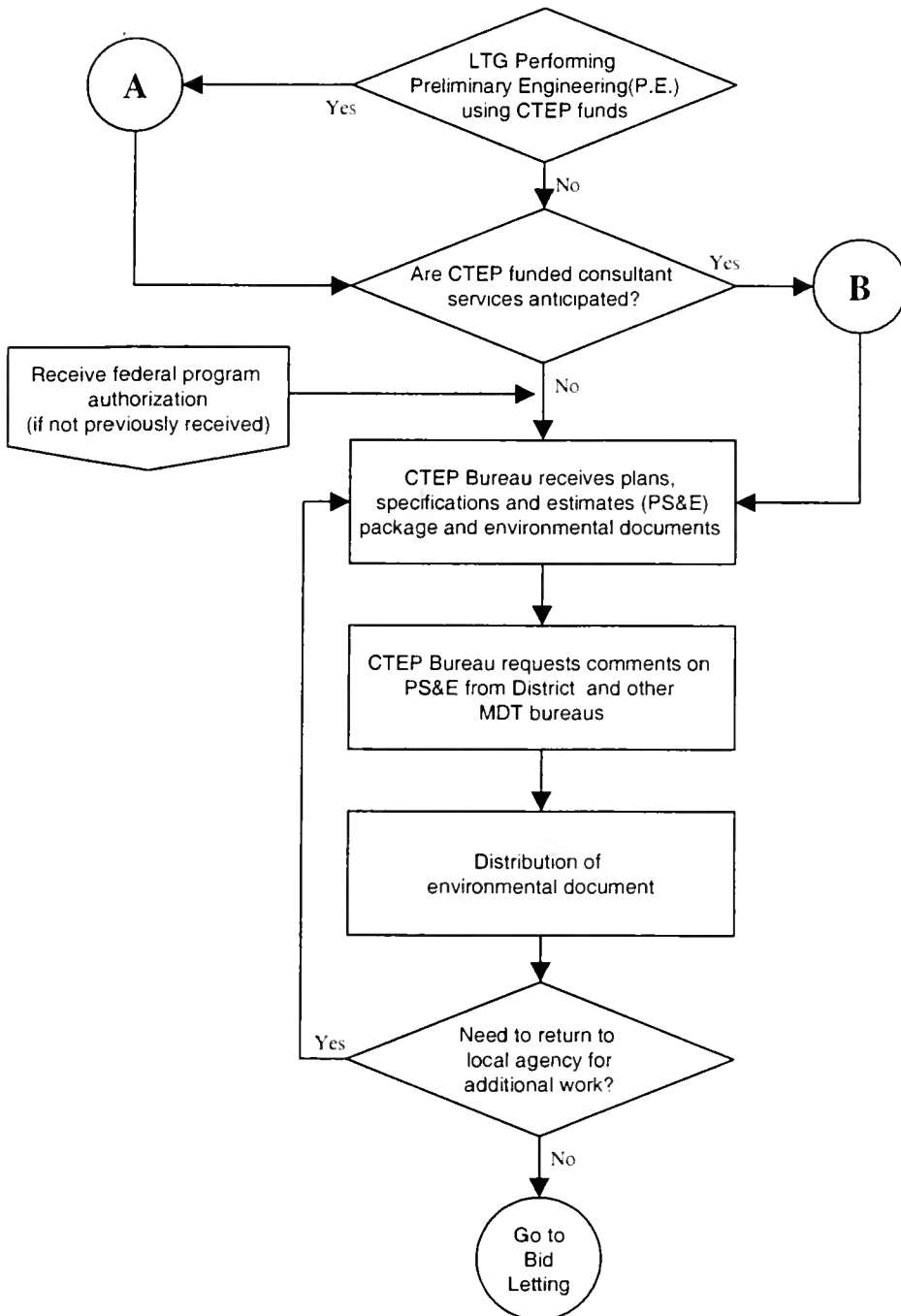
## Community Transportation Enhancement Program (CTEP)

### Phase II – Project Agreement and Execution Process



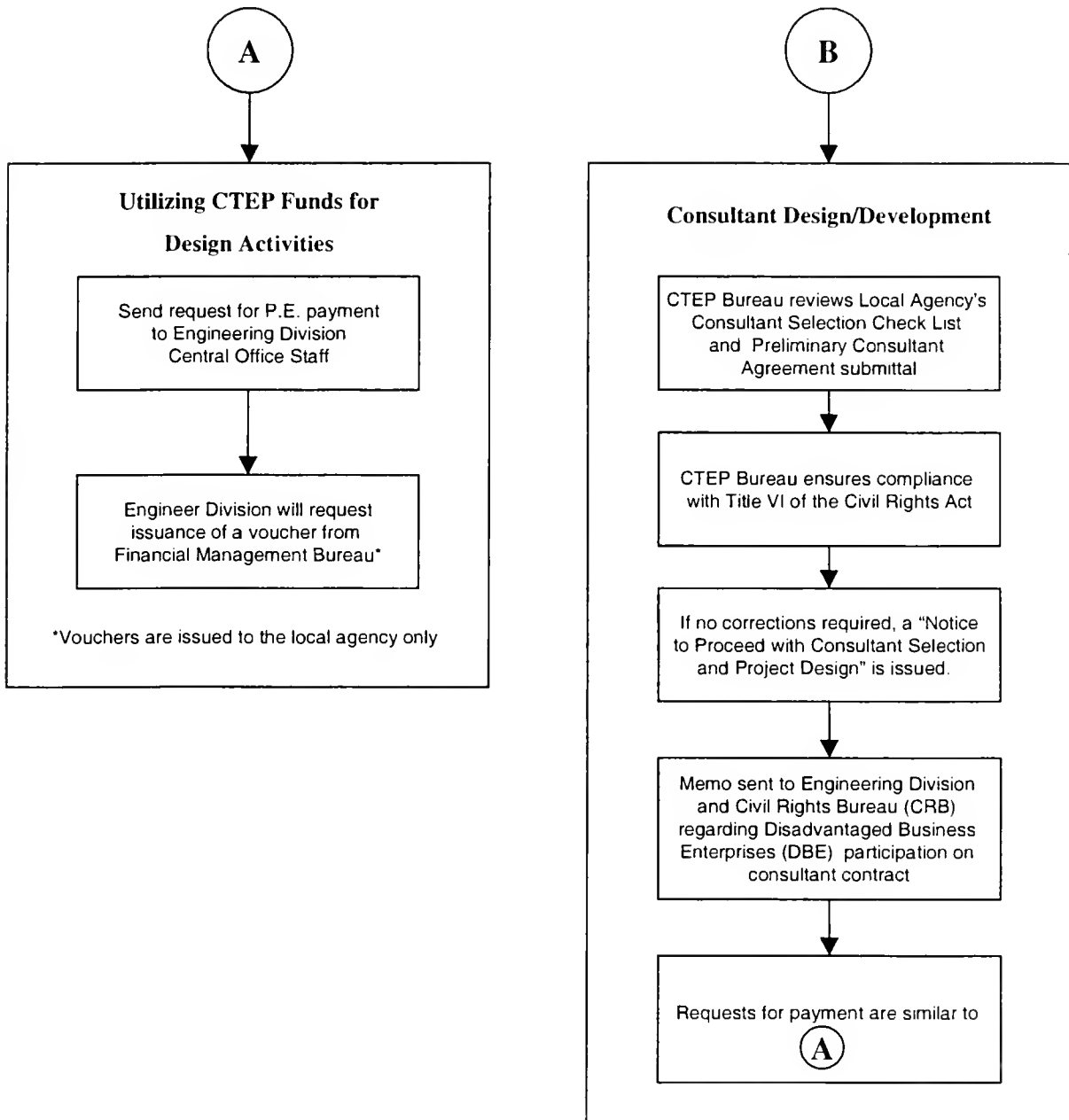
## Community Transportation Enhancement Program (CTEP)

### Phase III - Project Development Process



## *Community Transportation Enhancement Program (CTEP)*

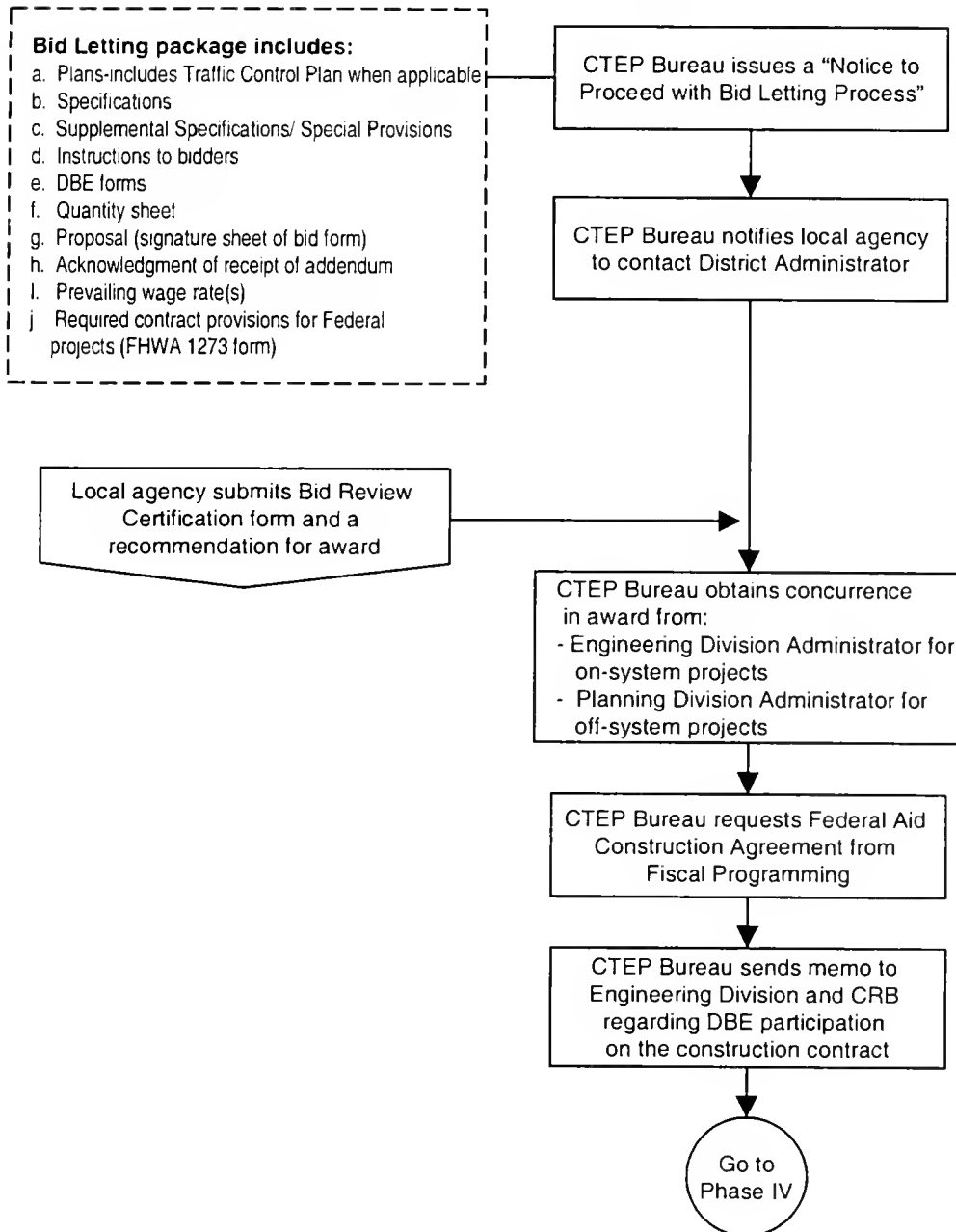
### **Phase III - Project Development Process (cont.)**



## Community Transportation Enhancement Program (CTEP)

### Phase III - Project Development Process (cont.)

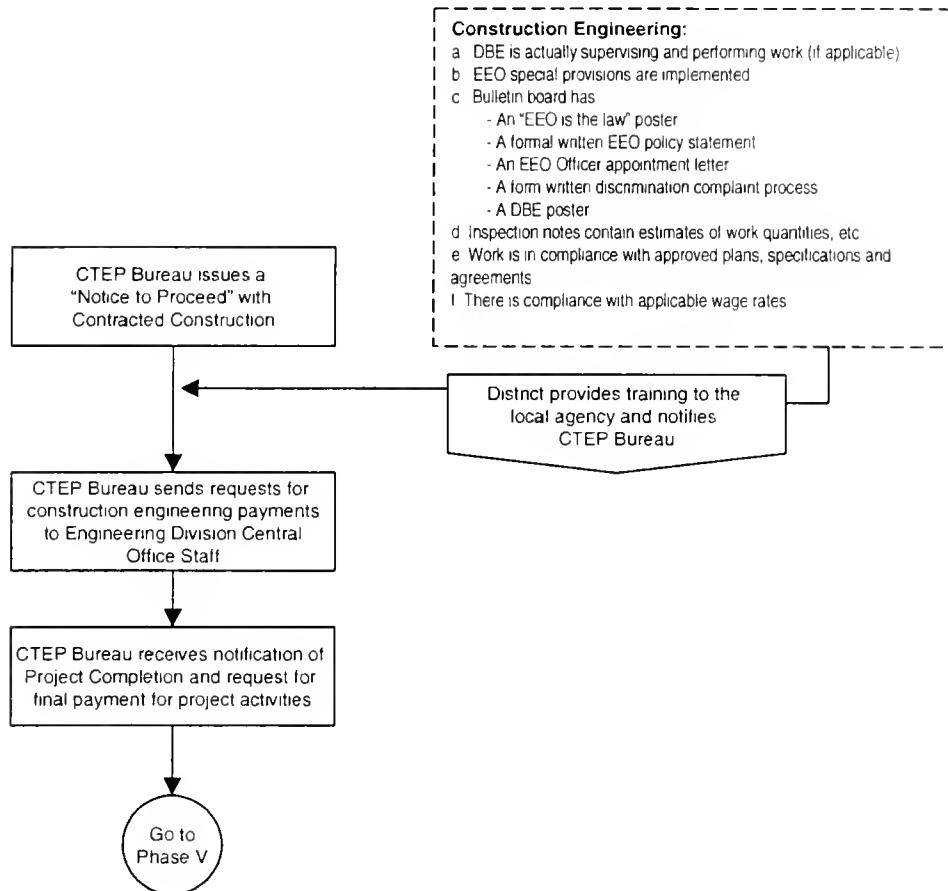
OPTION: Contracted Construction



## Community Transportation Enhancement Program (CTEP)

### Phase IV - Project Construction Process

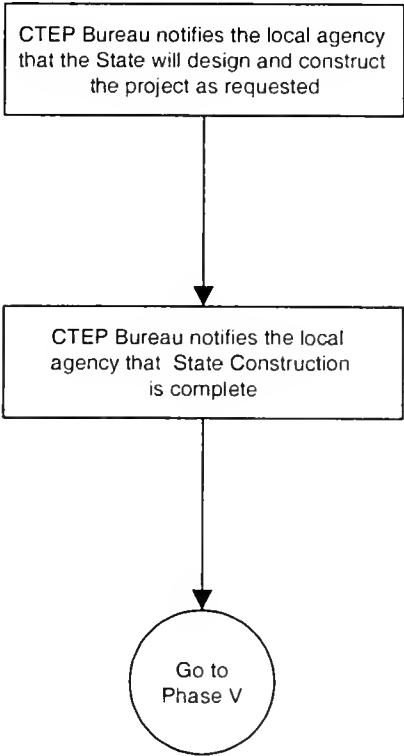
OPTION: Contracted Construction



*Community Transportation Enhancement Program (CTEP)*

**Phase IV - Project Construction Process**

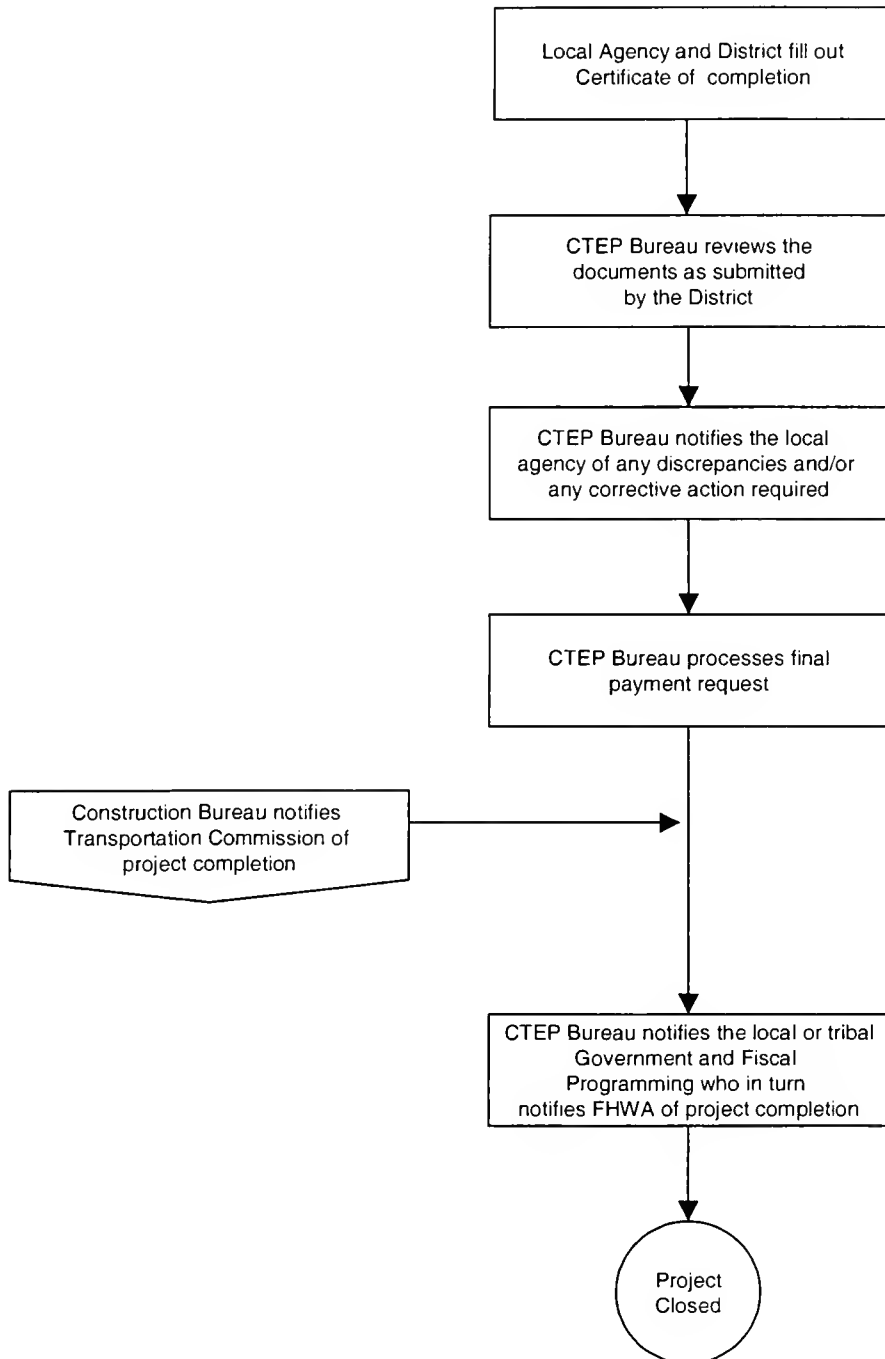
OPTION: State Construction





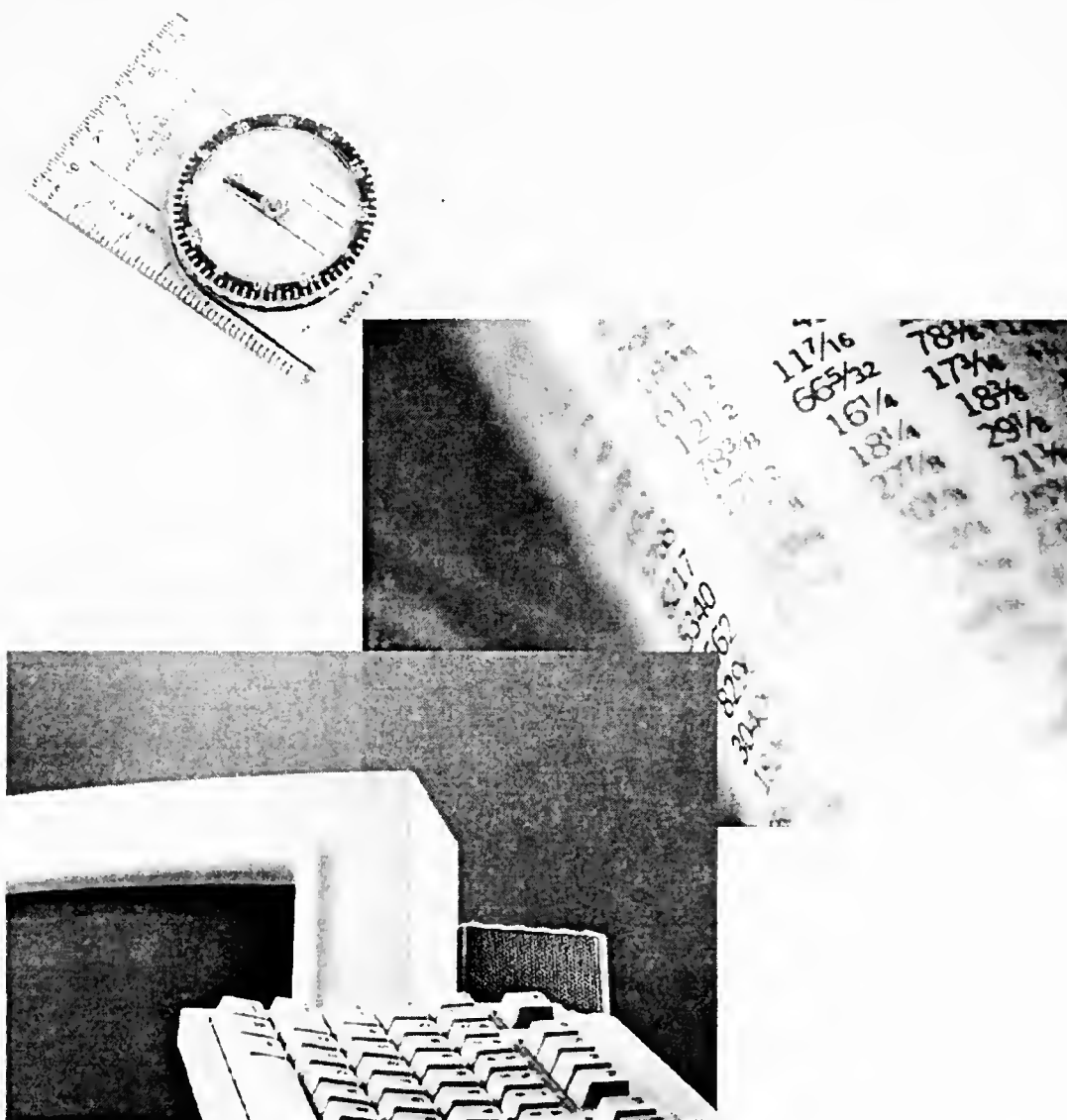
## Community Transportation Enhancement Program (CTEP)

### Phase V - Project Closeout Process



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**Traffic Data Collection**  
**Road Inventory and Mapping**  
**Planning Systems**



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## ***Road Inventory and Mapping Program—Secondary Road Fund Allocation***

### **Unit**

Data and Statistics Bureau  
Road Inventory and Mapping Section

### **Contact**

Zia Kazimi, (406) 444-6111

### **Program Purpose**

To maintain a complete and current record of all local, state and federal highway systems within Montana. The inventory is used in part for equitable allocation of STP Secondary Road Funds to financial districts as a percentage of the overall STP-Secondary program.

### **Funding**

Total funds available: \$20.9 million for each year of the 2002/03 biennium. Allocation percentages are based on the following factors:

- 35 % on rural population
- 30 % on land area
- 30 % on rural road mileage
- 5 % on bridge deck area on bridges 20 feet or longer

### **Program Eligibilities**

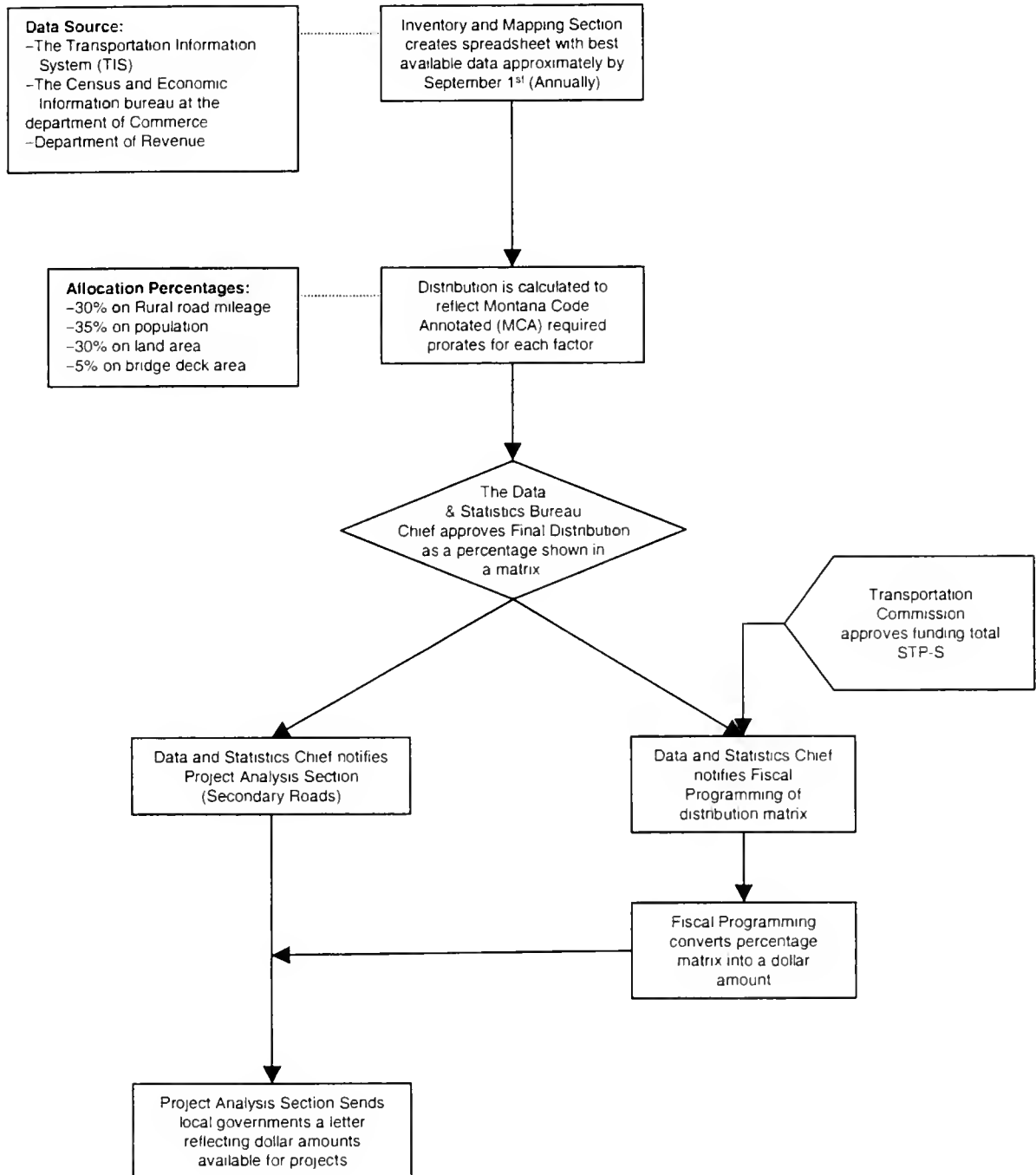
See Surface Transportation Program—Secondary (STPS)

### **Statutes**

In compliance with 60-3-206, M.C.A. and best available road inventory data, a table is developed depicting an equitable distribution of approximately \$20.9 million of federal and state funding that is annually set aside for the construction needs of Montana's Secondary System. The actual annual allocation of total funds into this program is determined by the Montana Transportation Commission on a biennial basis.

## Secondary Road Fund Allocation

### A Sub-allocation of the Federal Surface Transportation Program (STP)



## ***Road Inventory Program—City/County Motor Fuel Tax Allocations***

### **Unit**

Data and Statistics Bureau  
Road Inventory and Mapping Section

### **Contact**

Zia Kazimi, (406) 444-6111

### **Program Purpose**

To maintain a complete and current record of all local, State and Federal Highway Systems within Montana. The inventory is used in part for equitable allocation of Motor Fuel Tax Funds to cities and counties for maintenance and construction of roads.

### **Funding**

Total funds available: \$16,766,000 for each year of every biennium. Allocation percentages are based on the following factors:

For Counties (\$ 6,306,000):

- 40% on rural road mileage within a county
- 40 % on rural population
- 20 % on land area (per statute)

For Cities (\$10,360,000)

- 50% population
- 50 % street and alley mileage within the municipal limits  
(other than Primary, NHS, and Interstate)

Note: \$100,000 goes to Montana's Rural Technical Assistance Program administered through Montana State University.

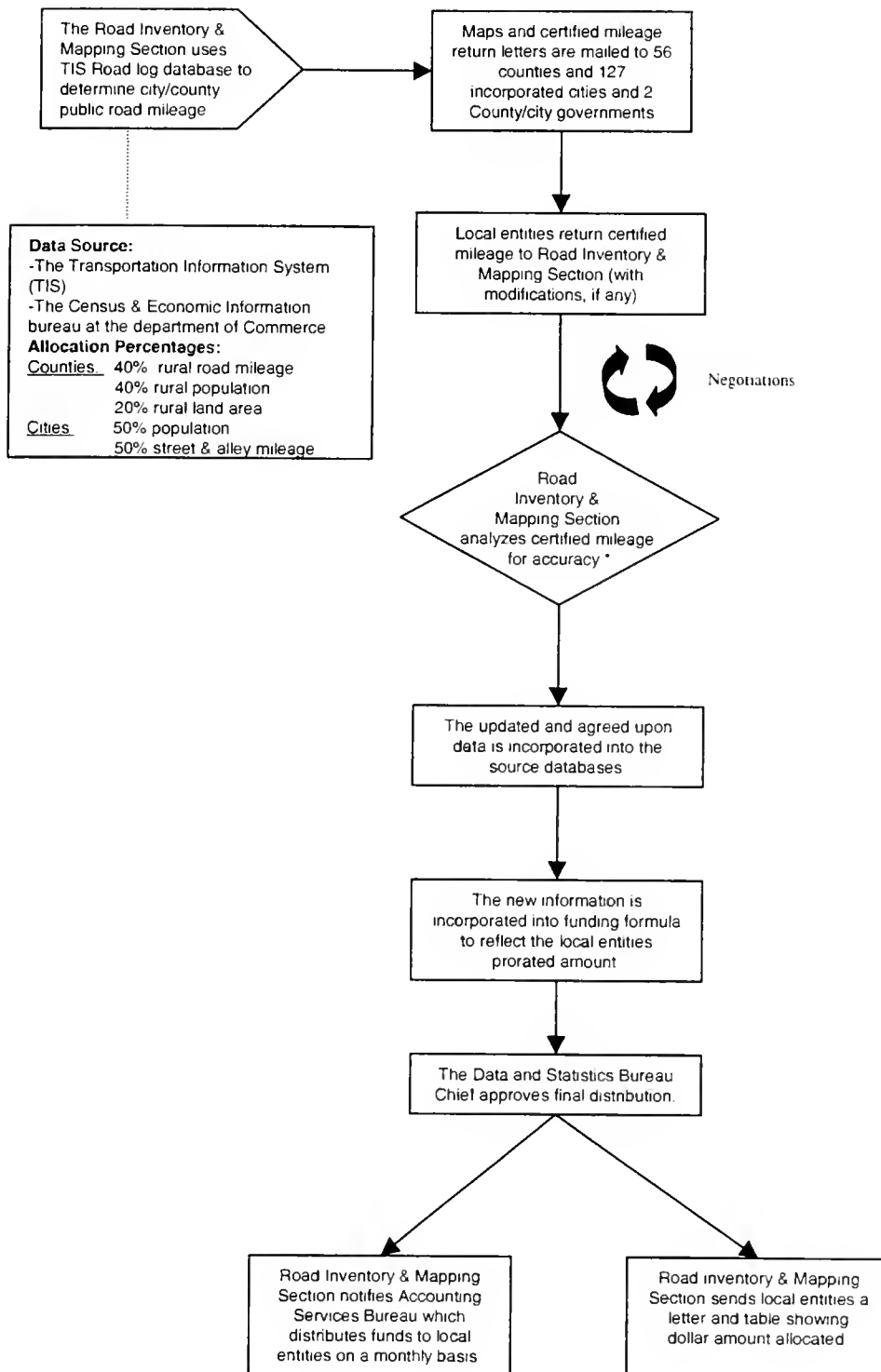
### **Statutes**

In compliance with the legislatively established formula pursuant to 15-70-101, M.C.A., develop tables depicting city and county motor fuel tax allocations. The tables reflect the \$16,766,000 of motor fuel tax funds allocated to city and county governments for the construction, maintenance and repair of rural roads and city streets and alleys.

### **Project Selection**

Project selection is by local governments.

## Road Inventory Program—City/County Motor Fuel Tax Allocations





## ***Official Highway Map Update***

### **Unit**

Data and Statistics Bureau  
Road Inventory and Mapping Section

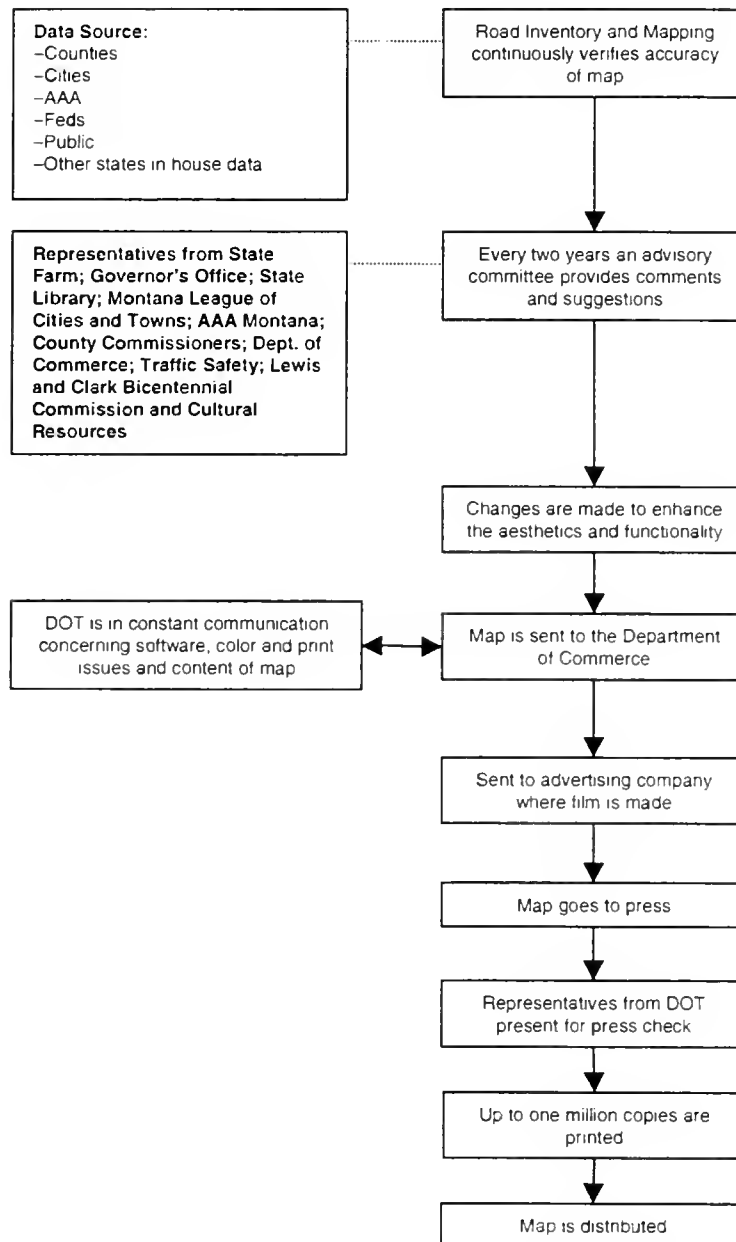
### **Contact**

Zia Kazimi, (406) 444-6111

### **Program Purpose**

To maintain and update the official Montana Highway Map on a continual basis. An updated version of the map is printed every year by the Department of Commerce. To provide a high quality map and to promote tourism and economic development.

## Official Highway Map Update



## **Multimodal**

## **Transit**

## **Urban**



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## ***Statewide Planning Continuing Planning Process***

### **Unit**

Multimodal Planning Bureau

### **Contact**

Dick Turner, (406) 444-7289

### **Program Purpose**

Implement, evaluate and update TranPlan 21, as necessary, and comply with Section 135, 23 USC statewide planning requirements.

### **Funding**

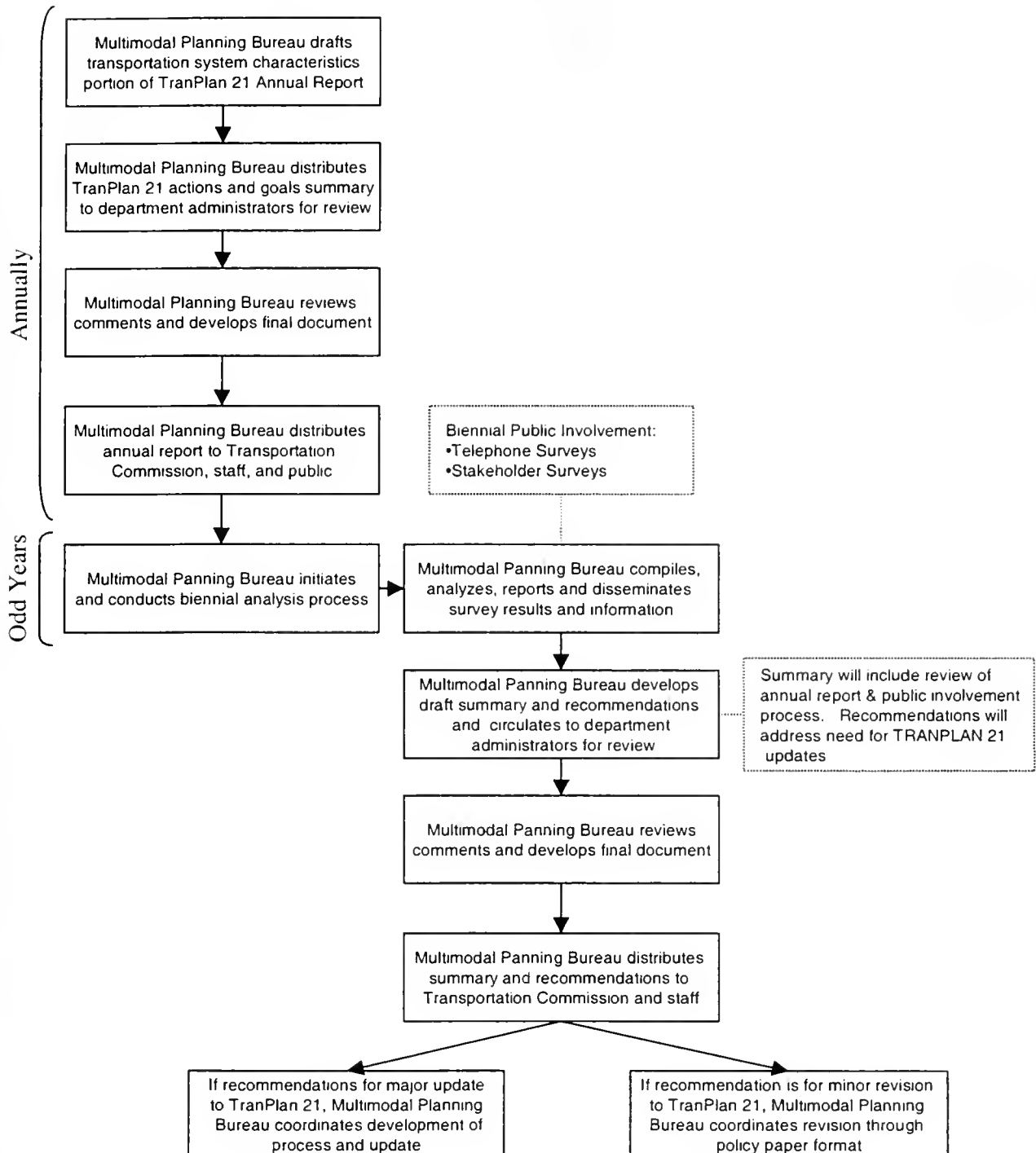
SPR and matching state funds.

### **Statutes**

23 USC 135

## Statewide Planning Continuing Planning Process

### TranPlan 21 Implementation and Evaluation Process



## ***Statewide Planning Public Involvement Process***

### **Unit**

Multimodal Planning Bureau

### **Contact**

Dick Turner, (406) 444-7289

### **Program Purpose**

To provide multiple opportunities for interested citizens and stakeholders to provide direct input into the transportation planning and decision making process through a flexible responsive and cost-effective public involvement process.

### **Funding**

SPR and matching state funds.

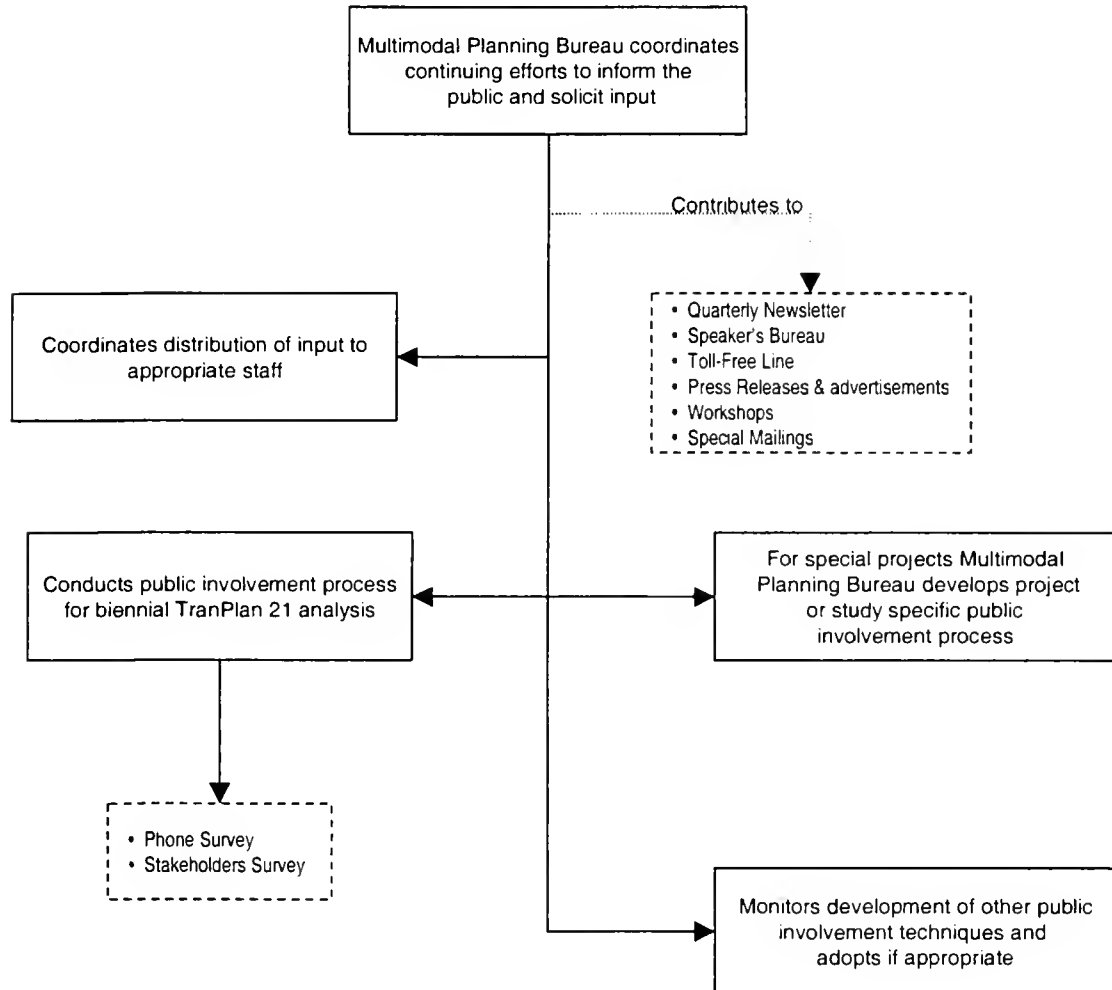
### **Project Selection**

This process is coordinated with the public involvement process for project selection and development.

### **Statutes**

23 USC 135

## Statewide Planning Public Involvement Process





## ***Congestion Mitigation and Air Quality Improvement Program (CMAQ)***

### **Unit**

Multimodal Planning Bureau

### **Contact**

Dick Turner, (406)444-7289

Tom Steyaert—MACI Discretionary and Guaranteed Programs, (406)444-7646

Lynn Zanto—Missoula CMAQ Program, (406)444-3445

### **Program Purpose**

The Congestion Mitigation and Air Quality (CMAQ) Improvement Program provides funding for projects and programs which reduce transportation related emissions in areas classified as non-attainment according to EPA's National Ambient Air Quality Standards (NAAQS) and to areas deemed high-risk for becoming non-attainment.

### **Funding**

The Federal share for any eligible CMAQ project is 80 % of the total cost, plus a percentage based upon the proportion of non-taxable federal lands (Montana's current share is 6.58%). The remaining 13.42 percent is provided by the state.

### **Distribution of Funds**

The Transportation Equity Act for the 21st Century (TEA-21) provides more flexibility in the use of CMAQ program funds than under ISTEA. This flexibility allows the majority of the states' CMAQ apportionment be spent anywhere in the state on any type of federal-aid project. The Montana Department of Transportation (MDT), directed by the Transportation Commission, has chosen to use the "flexible" portion of these funds to proactively address air quality and congestion problems throughout the state by directing approximately 90 percent of Montana's CMAQ apportionment to the Montana Air and Congestion Initiative (MACI) Program.

### **Program Eligibilities**

The portion of CMAQ funds allocated to Missoula must meet all the federal transportation funding eligibility requirements and show a clear air quality benefit whether through reduction in vehicle miles traveled, fuel consumption, or through other factors. The flexible portion of the allocations (90%) must meet federal as well as state established guidelines, the goal being improvements in air quality and reducing traffic congestion.

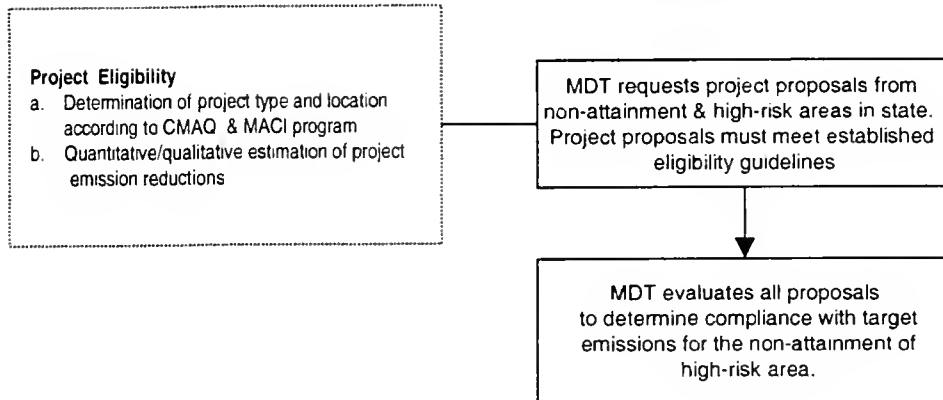
### **Statutes**

23 U.S.C. 149

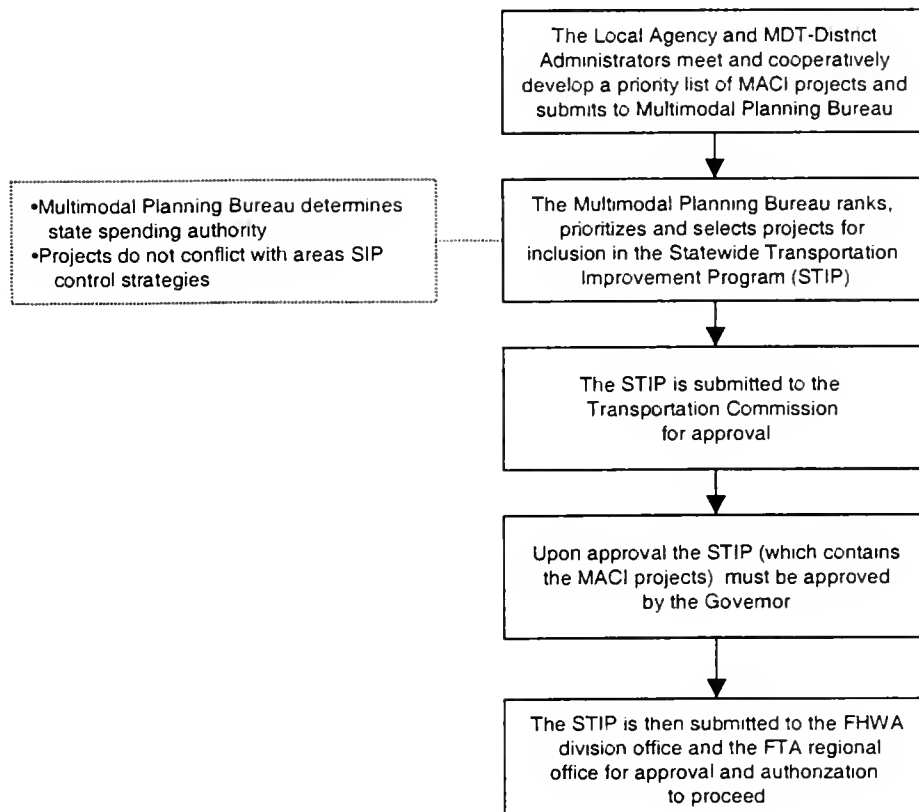
## ***Congestion Mitigation and Air Quality Improvement Program (CMAQ)***

### **Montana Air & Congestion Initiative (MACI) - Discretionary Program**

#### **Project Initiation**



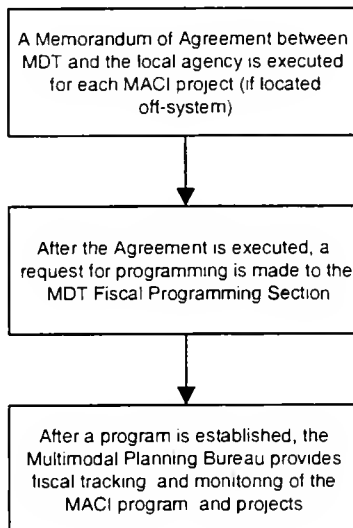
#### **Project Prioritization, Submittal, and Approvals**



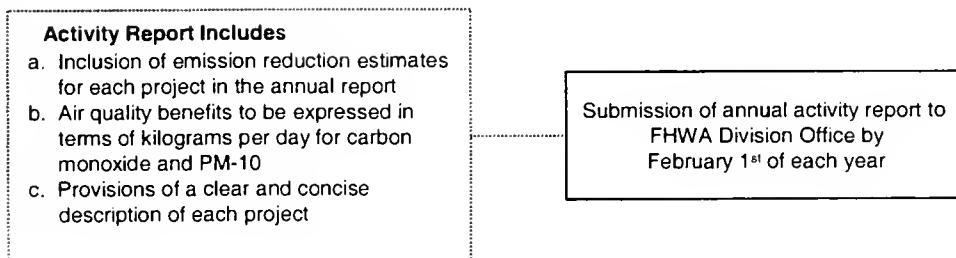
## *Congestion Mitigation and Air Quality Improvement Program (CMAQ)*

### **Montana Air & Congestion Initiative (MACI) - Discretionary Program**

#### **Project Agreement – Program Development**



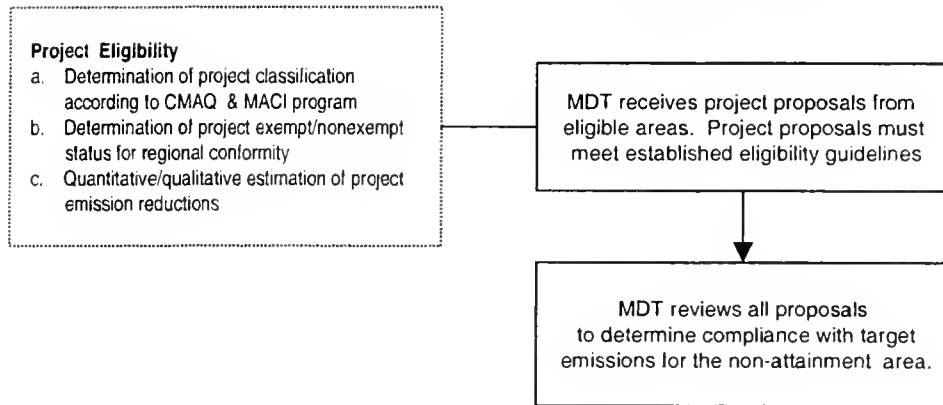
#### **Reporting Requirements**



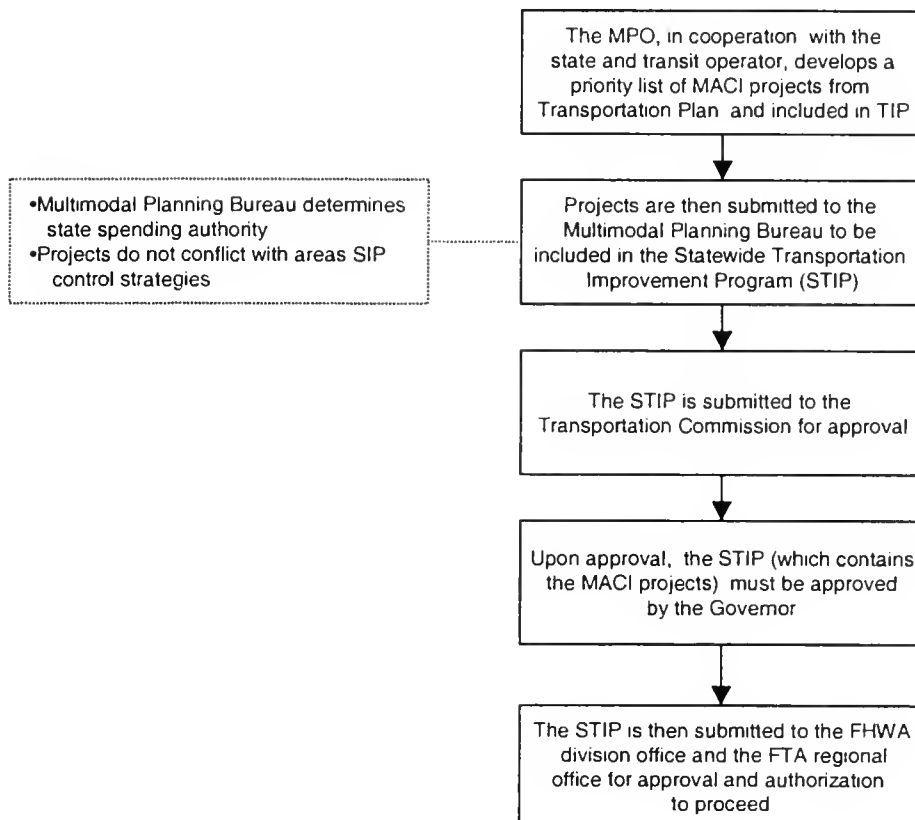
## ***Congestion Mitigation and Air Quality Improvement Program (CMAQ)***

### **Montana Air & Congestion Initiative (MACI) – Guaranteed Program (Eligible Areas: Billings & Great Falls)**

#### **Project Initiation**



#### **Project Prioritization, Submittal and Approvals**

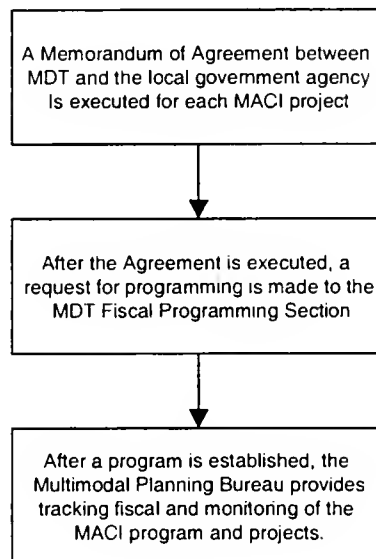


## *Congestion Mitigation and Air Quality Improvement Program (CMAQ)*

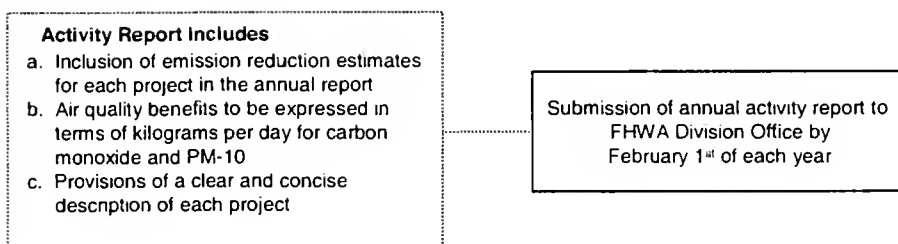
### **MDT Air & Congestion Initiative (MACI) – Guaranteed Program**

#### **(Billings & Great Falls)**

#### **Project Agreement – Program Development**



#### **Reporting Requirements**



## ***City Park Rest Area Program***

### **Unit**

Multimodal Planning Bureau

### **Contact**

Dick Turner, (406) 444-7289

Jan Vogel, (406) 444-4262

### **Program Purpose**

To establish rest areas along non-Interstate NHS and Primary highways at cost savings to the state. Operation and maintenance of these rest areas are the responsibility of the communities. These rest areas benefit local communities because of increased visitor activities.

### **Proposed Funding**

Funding for this program expired on June 30, 1997. MDT discussed the need for \$500,000 in state funding prior to the 2001 State Legislature, but the request was not advanced due to a shortage of state special revenue funds.

### **Program Eligibilities**

Rest area must be identified in the Department's rest area plan.

Incorporated communities with park facilities planned or existing.

Approximately one hour of travel time between rest areas including major resting locations.

Rest areas must be located within reasonable proximity to Primary or non-Interstate NHS Highways.

### **Project Selection**

Three ways to identify potential sites:

- Through the Montana Rest Area Plan.
- Recommendations from District Administrators.
- City contacts the Department expressing interest.

If the proposed rest area is not currently on the rest area planning map, it should be brought before the Transportation Commission for approval.

Thirteen city park rest areas have been established as of October 2001 and one more is under construction.

## ***Development of MDT Rest Areas***

### **Unit**

Multimodal Planning Bureau

### **Contact**

Dick Turner, (406) 444-7289

Jan Vogel, (406) 444-4262

### **Program Purpose**

To provide and upgrade safety in accordance with the departments Montana Rest Area Plan.

### **Funding**

Approximate cost is \$1.1 to \$1.5 million per site. Federal funding with state match.

### **Program Eligibilities**

Rest area must be identified on the Department's rest area planning map.

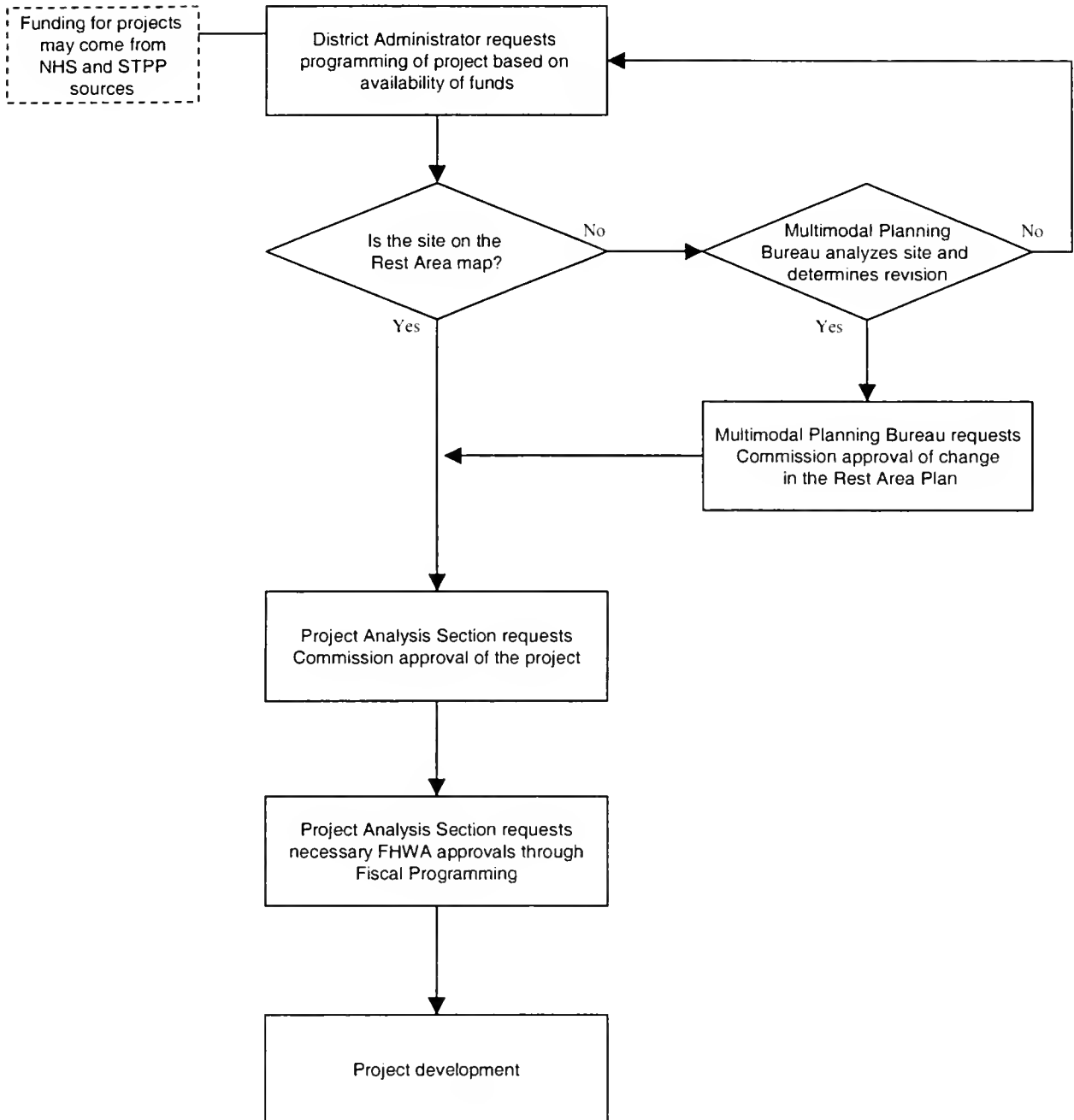
### **Project Selection**

Department identifies potential locations in the Montana Rest Area Plan.

Process followed is the same as that for every State Transportation Improvement Program (STIP) project.

52 rest areas are in service on NHS and Primary highways. Majority of maintenance handled by private contractors.

## Development of MDT Rest Areas





## ***Local Rail Freight Assistance (LRFA) Program***

### **Unit**

Multimodal Planning Bureau

### **Contact**

Dick Turner, (406) 444-7289

Tom Steyaert, (406)444-7646

### **Program Purpose**

Provide funding for rail construction and rehabilitation projects on light-density rail lines.

### **Funding**

The source of funding for rail freight projects is through the Railroad Revitalization and Regulatory Reform Act of 1976 (4R Act) and its amendment. The Act contains the Local Rail Freight Assistance (LRFA) Program which provides funding for rail planning and rail service assistance projects. The federal share of approved projects for acquisition and construction is 50% and the federal share for rehabilitation projects is 70% of total project costs. The balance is provided by the user and/or railroad.

### **Distribution of Funds**

Each eligible state is allocated statutory entitlement funds on an annual basis which can be used for planning purposes or for projects, and can compete for discretionary funds. However, since 1996, Congress has not authorized funding for the LRFA Program and there appears to be little support for continuing this federal program. In Montana, the only funds available for LRFA grants are from repaid loans.

### **Program Eligibilities**

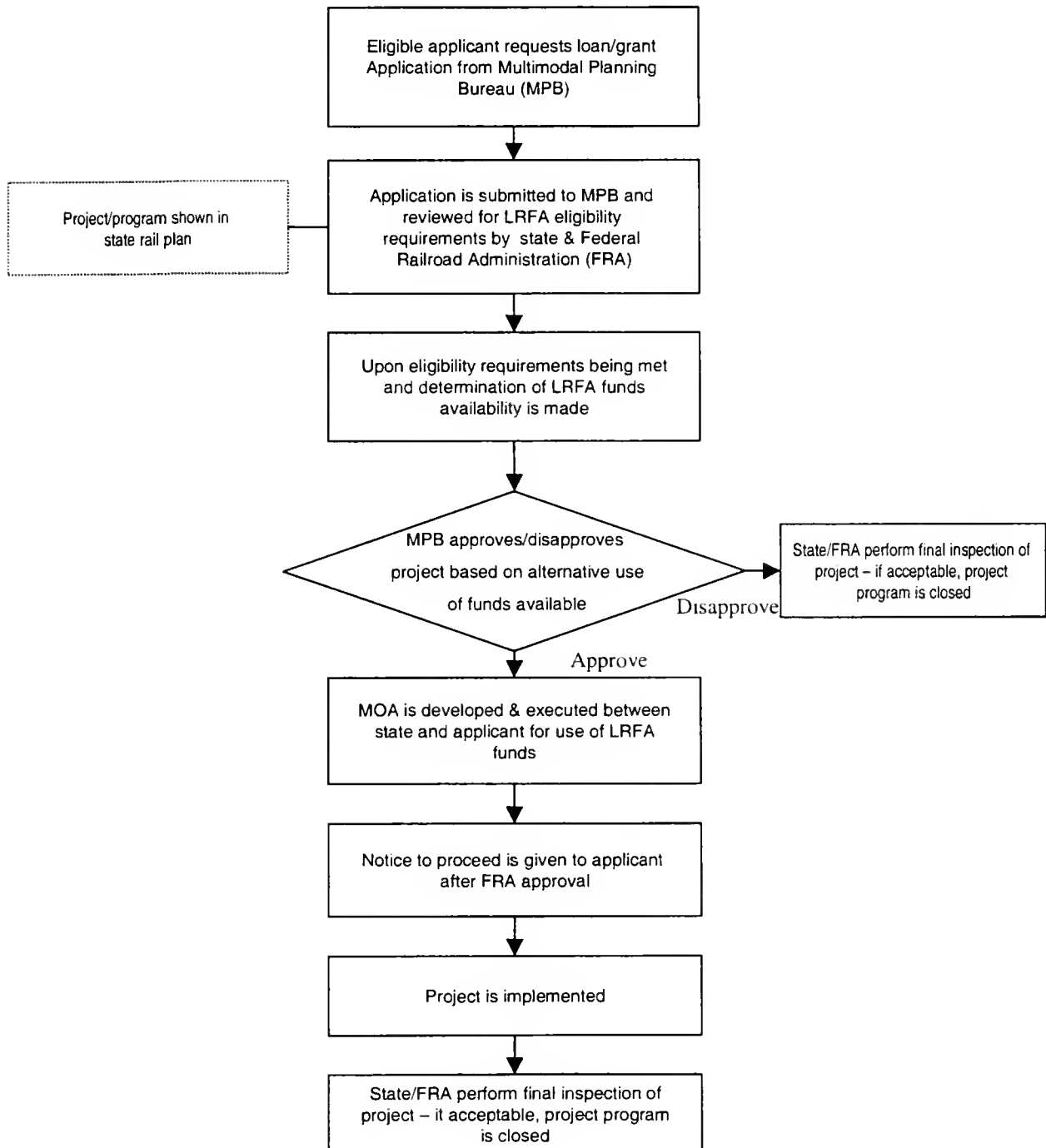
For use of LRFA Program funds, a project must meet all the federal railroad administration funding eligibility requirements of 49 CFR Part 266.

### **Statutes**

49 U.S.C. 266

## Rail Program

### Project Development/Implementation Process



## ***Rural Transit Assistance Program (RTAP)***

### **Unit**

Multimodal Planning Bureau  
Transit Section

### **Contact**

Janis Winston, (406) 444-4210  
David Jacobs, (406) 444-6120

### **Program Purpose**

RTAP provides a source of funding to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the specific needs of transit operators in non-urbanized areas.

### **Funding**

Montana receives an annual allocation of approximately \$78,000 for this program.

### **Program Eligibilities**

RTAP funds may be used to support non-urbanized transit activities in four categories: training, technical assistance, research, and related supported services. The Transit Section offers scholarships to our grantees to help offset some of the costs associated with attending training programs, seminars, conferences, etc.

All Montana transit providers receiving Section 5311 or 5310 Federal grants, as well as public transit operators in small urbanized areas, so long as the activities are primarily designed and delivered to benefit non-urbanized transit providers, are eligible to participate in the RTAP scholarship program.

### **Statutes**

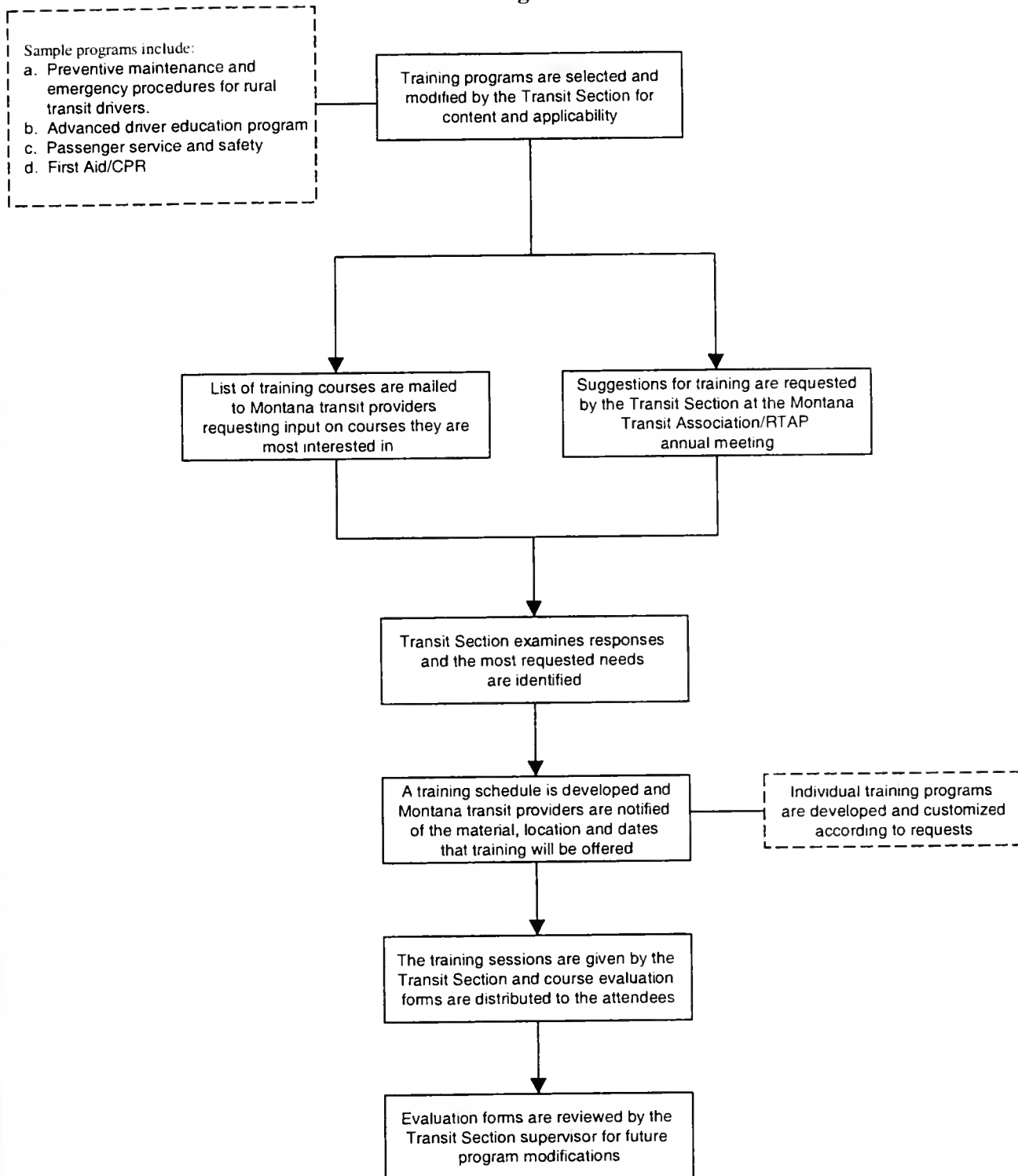
State: 60-21-101, MCA  
Federal: Federal Transit Act, 49 U.S. C.

### **Grant Process**

This program is a component of the Section 5311 Grant and is part of the annual grant submission cycle. Transit grantees should complete an application to be considered for funding assistance through the scholarship program.

## *Rural Transit Assistance Program (RTAP)*

### **Training Procedure**



## ***Transit Section 5311 Grant Program***

### **Unit**

Multimodal Planning Bureau  
Transit Section

### **Contact**

Janis Winston, (406) 444-4210  
David Jacobs, (406) 444-6120

### **Program Purpose**

The goals of this program are to:

- enhance the access of people in nonurbanized areas;
- assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas;
- encourage coordination of programs and services;
- assist the development and support of intercity bus transportation; and
- provide for the participation of private providers in nonurbanized transportation to the maximum extent feasible.

### **Funding**

Funding amounts fluctuate each year. Estimated funding is approximately \$1.3 million annually. Operating assistance is funded at a ratio of 50/50. Capital assistance is funded at a ratio of 80/20.

### **Program Eligibilities**

Rural Montana transit agencies and small urban areas receive funds from the Federal Transit Administration (FTA) via the MDT Transit Section. Eligible recipients include local public bodies, private non-profit organizations, Indian Tribes, and operators of rural public transportation services.

Section 5311 funds are available for expenditure for public transportation projects in areas other than urbanized areas. Section 5311 services may be designed to maximize usage by members of the general public who are transportation disadvantaged persons, including elderly persons and persons with disabilities.

### **Statutes**

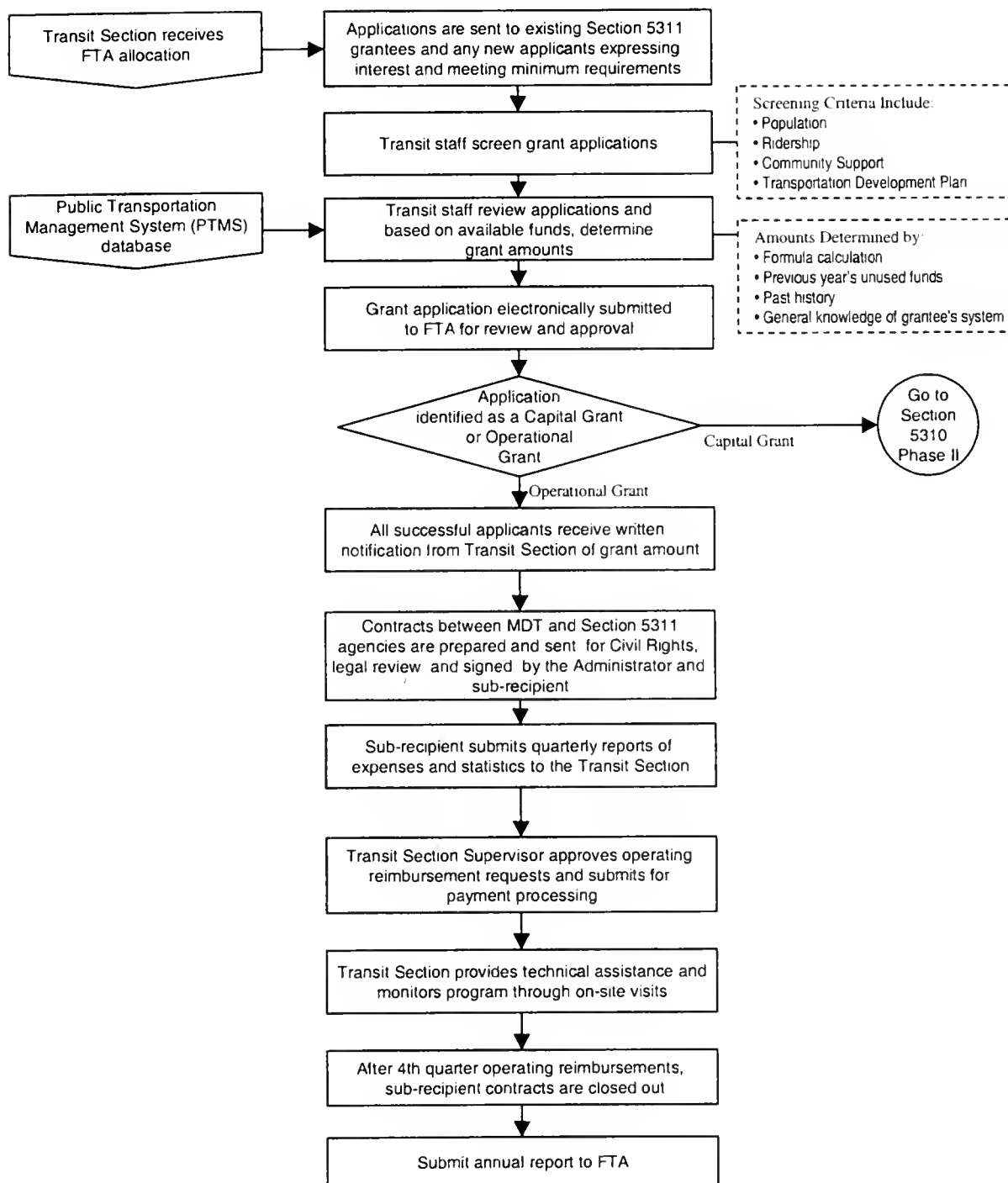
State: 60-21-101, MCA  
Federal: Federal Transit Act, as amended 49 U.S.C.

### **Grant Process**

This is an annual application by the Rail, Transit and Planning Division to the Federal Transit Administration. Contracts are implemented between recipients and the MDT. Rural transit agencies applying for operating and/or capital assistance have an annual application deadline of February 1<sup>st</sup>.

## Transit Section 5311 Grant Program

### Grant Administration Procedures



## ***Section 5310 Capital Assistance Program***

### **Unit**

Multimodal Planning Bureau  
Transit Section

### **Contact**

Janis Winston, (406) 444-4210  
Patrick Sanders, (406) 444-4265

### **Program Purpose**

To provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities in all areas – urbanized, small urban, and rural. The program seeks to enhance coordination of federally assisted programs and services in order to encourage the most efficient use of federal resources and achieve the national goal of improved mobility for elderly persons and persons with disabilities.

### **Funding**

Grants are funded 80 percent Federal and 20 percent local match.

Funding sources: FTA approximately \$350,000

FHWA STP \$300,000

DPHHS \$75,000

### **Program Eligibilities**

There are three categories of eligible applicants:

- Private non-profit organizations having been exempted by statute under Section 501 (c) of the Internal Revenue Code.
- Public bodies that certify to the State that no non-profit corporations or associations are readily available in an area to provide the service.
- Public bodies approved by the State to coordinate services for elderly persons and persons with disabilities.

### **Statutes**

State: 60-21-101, MCA

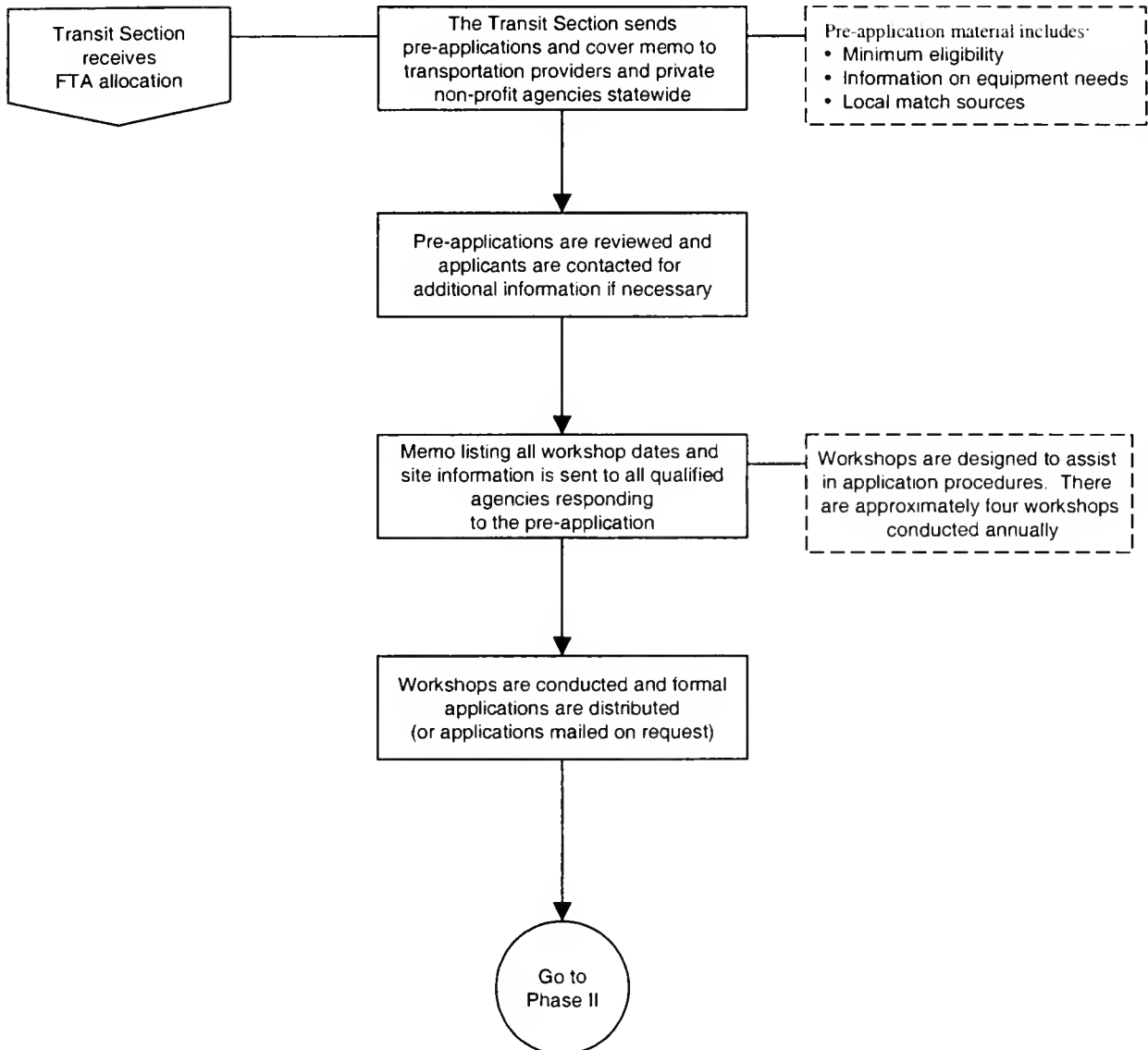
Federal: Federal Transit Act, 49 U.S. C.

### **Grant Process**

- This is an annual application by the Rail, Transit and Planning Division to the Federal Transit Administration.
- The annual application deadline for transit agencies to apply to the State for capital assistance is February 1<sup>st</sup>. Applications are scored and prioritized based on application content and applicant's need.
- Emergency Vehicle Rehabilitation funds are available for unforeseen needs, such as major vehicle component failure.
- Contracts are implemented between recipients and MDT.
- This grant is part of the Statewide Transportation Improvement Program (STIP).

## Section 5310 Capital Assistance Program

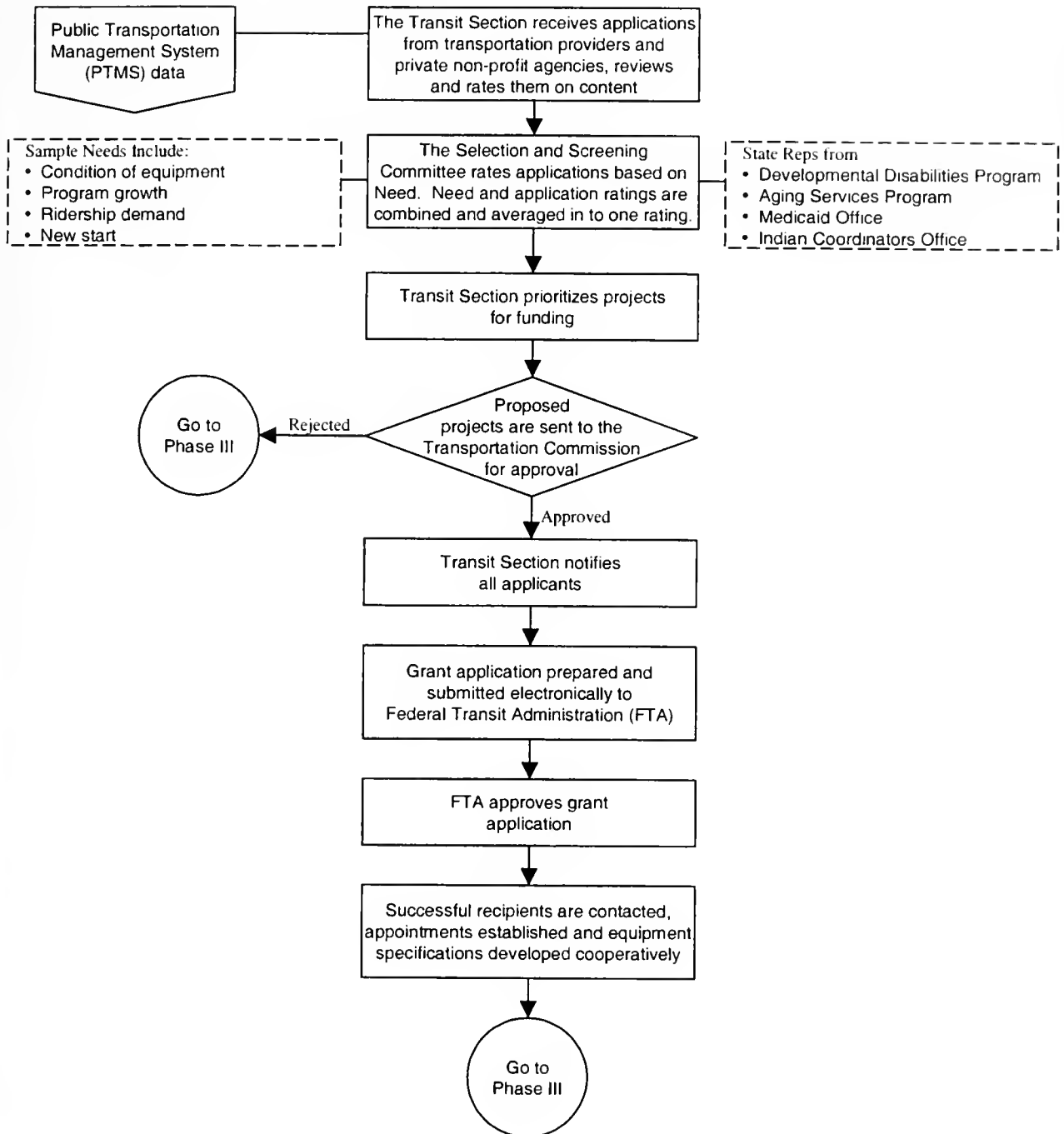
### Phase I - Pre-application Process





## Section 5310 Capital Assistance Program

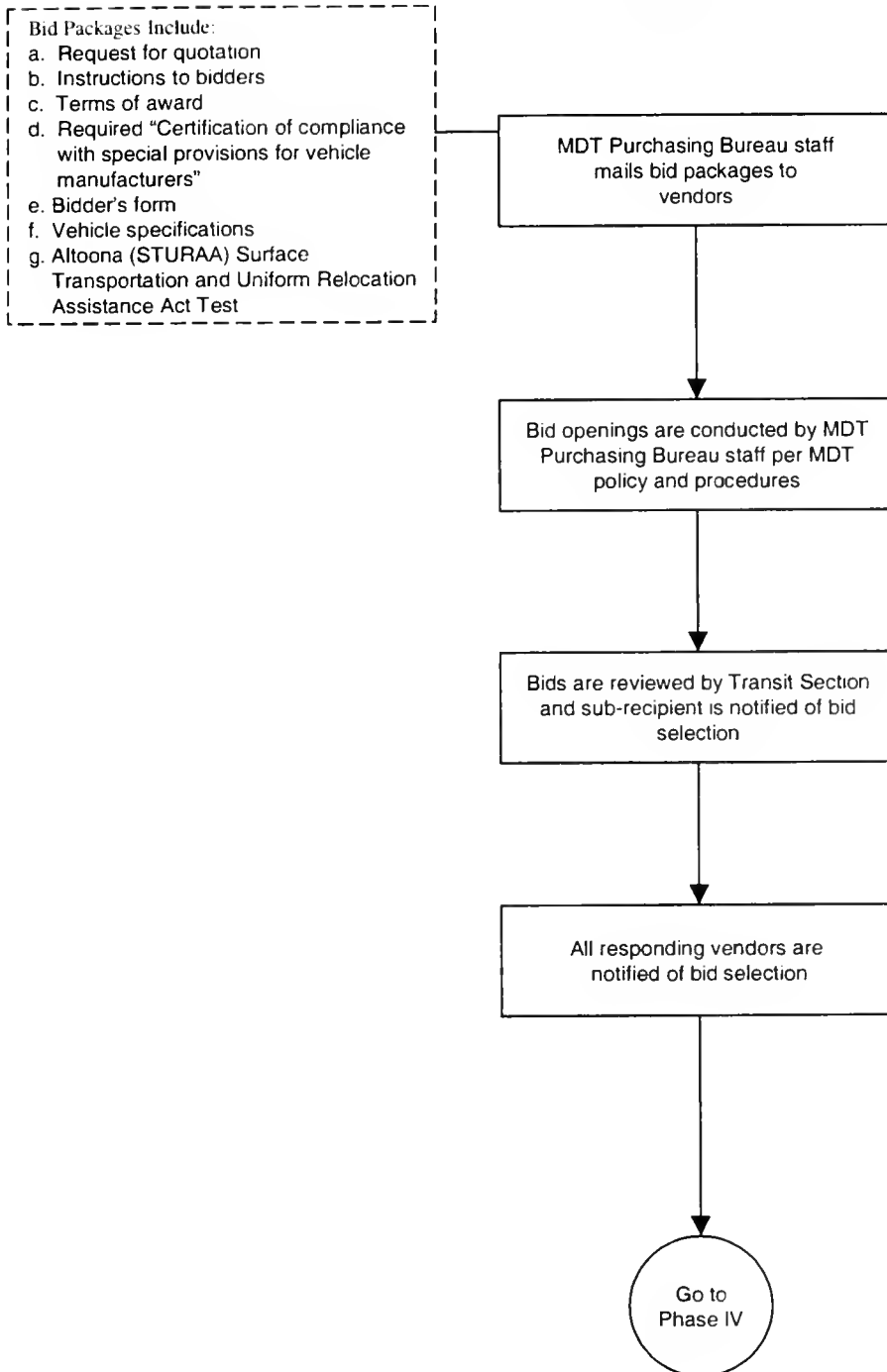
### Phase II - Formal Application Process



## Section 5310 Capital Assistance Program

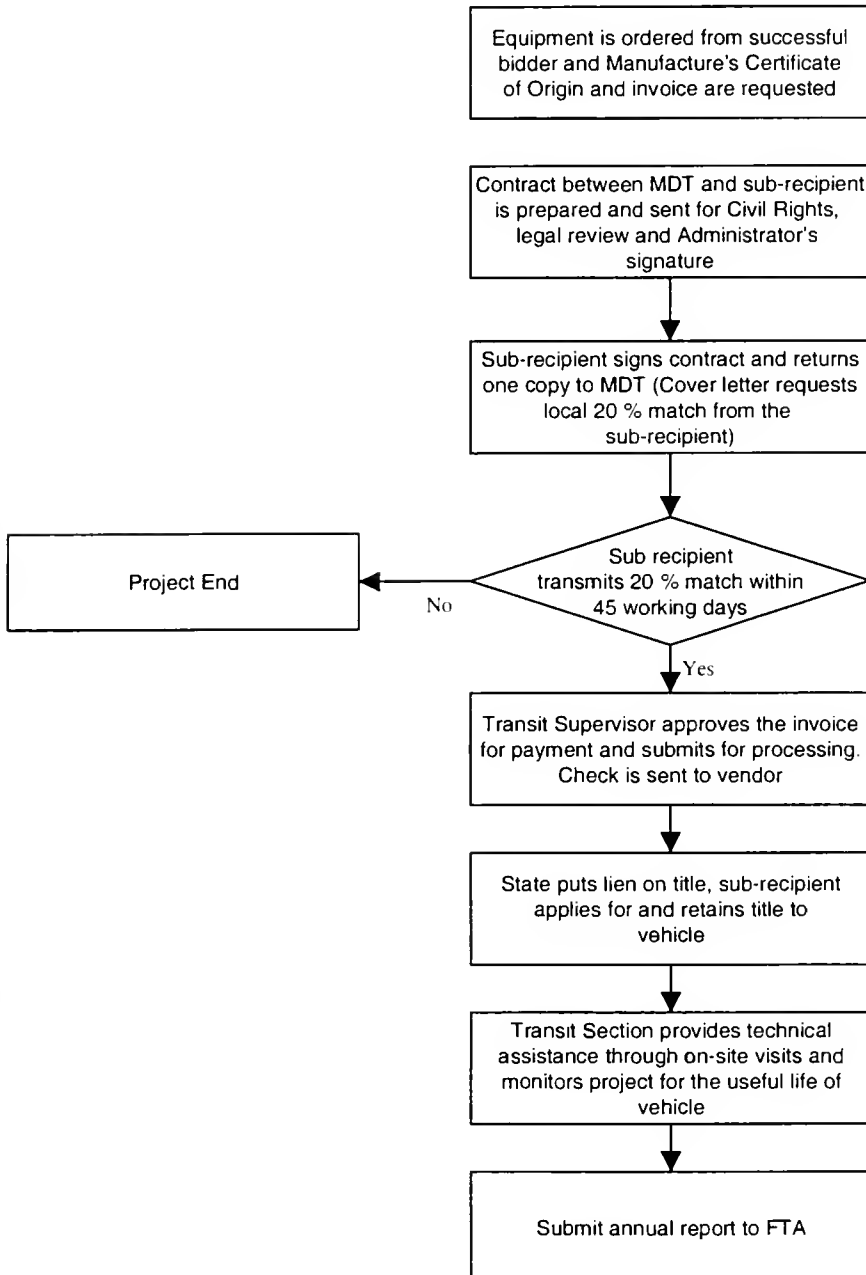
### Phase III - Bidding Process

#### Phase III - Bidding Process



## Section 5310 Capital Assistance Program

### Phase IV - Equipment Placement



## ***Transportation Demand Management Program (TDM)***

### **Unit**

Multimodal Planning Bureau  
Transit Section

### **Contact**

Janis Winston, (406) 444-4210  
Tom Stuber, (406) 444-9216  
Carol Strizich, (406)444-9273

### **Program Purpose**

To disburse funding to providers for conducting Transportation Demand Management (TDM) programs, such as transportation management associations (TMA) for the enhancement of mobility in their locality via, but not limited to, vehicle purchasing, construction, planning or research.

### **Funding**

No funds are allocated to Montana specifically for this purpose. Funds used in a TDM program are at the discretion of the funding source.

### **Program Eligibilities**

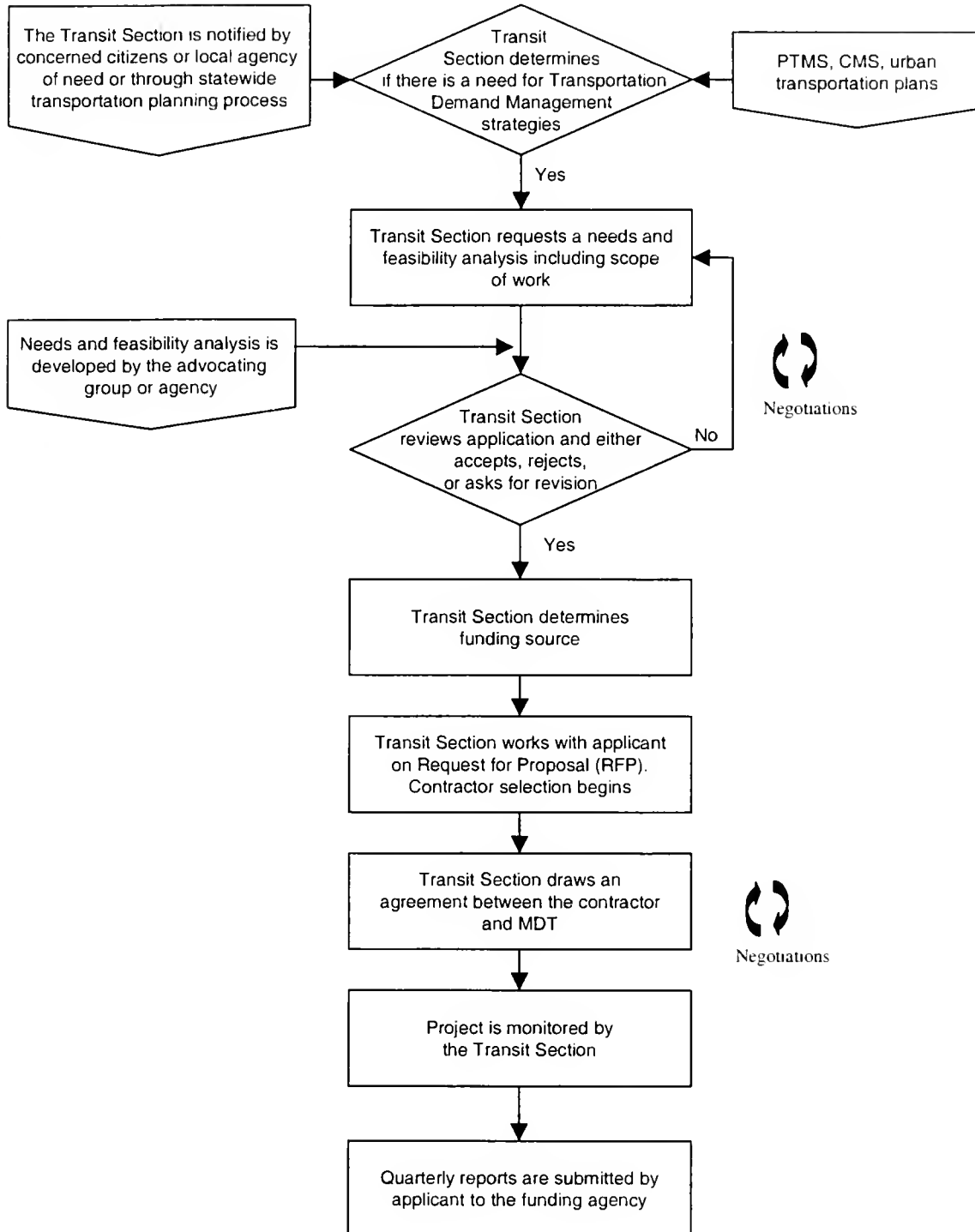
Recipient must be backed by a legally established governing body with by-laws. Eligible projects are at the discretion of staff at MDT, FTA and FHWA.

### **Project Selection**

Parties interested are encouraged to contact Transit Section staff to discuss eligibility and other details regarding securing funds through this program.

To initiate project proposals, citizens or local governing bodies inform MDT staff of their concerns with congestion, pollution, lack of parking, etc. MDT staff evaluates these concerns to determine if TDM measures would be a rational approach to alleviating the problem(s). After submission, staff will evaluate requests for funding based on need. If a project is accepted, the Transit Section notifies the recipient. An agreement is then signed between MDT and the recipient.

## *Transportation Demand Management Program (TDM)*



## ***Section 5313 Transit State Planning and Research Program***

### **Unit**

Multimodal Planning Bureau  
Transit Section

### **Contact**

Janis Winston, (406) 444-4210  
Tom Stuber, (406) 444-9216

### **Program Purpose**

The Section 5313 Program is the principal source of federal financial assistance to help non-urban areas plan, develop and improve comprehensive public mass transportation systems. The eligible recipient of Section 5313 funds is the State of Montana. These funds are used by the State for the above-described planning activities.

### **Funding**

Approximately \$50,000 is allocated to Montana annually. Use of these funds requires a 20 percent match by local recipients.

### **Program Eligibilities**

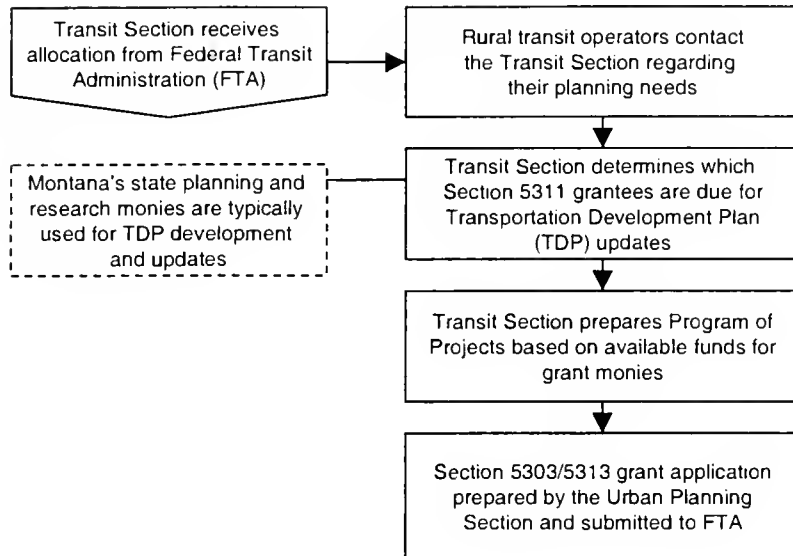
Eligible activities under this grant include planning, engineering, designing and evaluating of non-urban public transportation projects for the development of regional transportation plans, and for various other technical studies.

### **Project Selection**

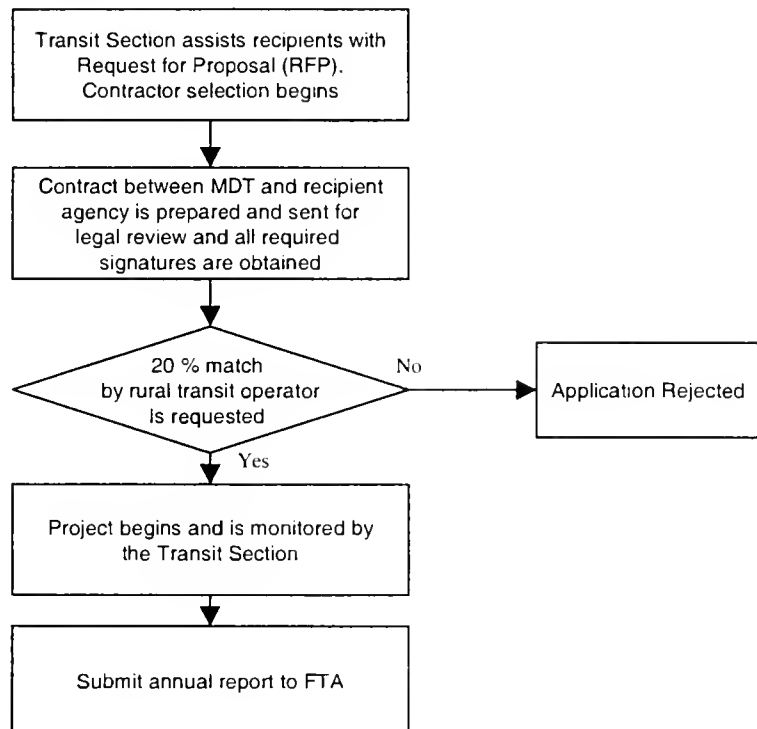
This is an annual application by the Transit Section to the Federal Transit Administration. Federal funds cover 80 percent of the program with the remaining 20 percent coming from unrestricted federal funds, state monies, or local match.

Interested parties are encouraged to contact Transit Section staff to discuss eligibility and other program details regarding securing funds through this program.

## Section 5313 Transit State Planning and Research Program



### Transportation Development Plans (TDPs)



## ***Surface Transportation Program – Urban (STPU)***

### **Unit**

Multimodal Planning Bureau  
Urban Planning Section

### **Contact**

Lynn Zanto, (406) 444-3445

### **Program Purpose**

The STPU program provides financial resources to construct improvements on the designated urban highway system in Montana's 15 urban areas.

### **Funding**

The STPU program is a sub-allocation of the larger Surface Transportation Program. This sub-allocation is authorized by state statute and approved annually by the Montana Transportation Commission. The allocation is based on a per capita distribution and is recalculated each decade following the census. The Federal share for this program is 86.58 percent with the State contributing 13.42 percent matching funds.

### **Program Eligibilities**

Activities eligible under the STPU program include:

- Construction of new facilities;
- Reconstruction, resurfacing, restoration and rehabilitation of existing facilities;
- Operational improvements;
- Bicycle facilities, pedestrian walkways, and carpool projects and programs; and
- These funds may also be transferred into transit capital at the discretion of the urban area.

### **Statutes**

Title 23, U.S.C. Section 133 and MCA 60-2-126,127,211  
Title 23 United States Code Section 133 and MCA 60-2-127

### **Project Selection**

*Urbanized Areas (Billings, Great Falls, Missoula)*

- STPU project proposals must advance through the metropolitan planning process, come from an approved transportation plan and metropolitan TIP
- Routes and projects are selected by the Transportation Commission in cooperation with the MPO from the approved plan and metropolitan TIP.
- The project is reviewed by MDT staff to assure it is affordable and eligible for STPU funds and has met the appropriate planning and programming regulations.



### ***Surface Transportation Program – Urban (STPU)***

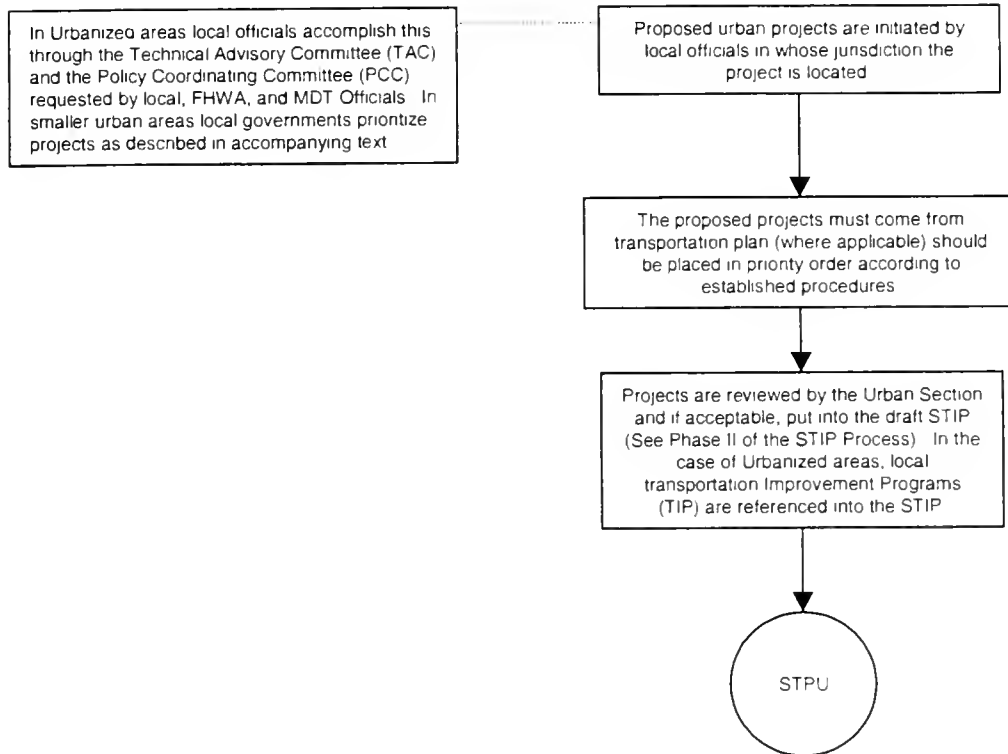
- The Transportation Commission is informed of the project and must approve the project. Historically, the Commission has approved all projects nominated by local governments, if the projects met the program criteria.
- After approval, the Urban Planning Section requests to initiate a preliminary engineering program.
- Once that is in place, the Urban Planning Section monitors the progress of the project.

#### ***Urban (> 5,000 population)***

- Committees made up of citizens and government officials called Transportation Coordinating Committees (TCC) or Transportation Advisory Committees (TAC) initiate the project proposals for the STPU program. They must go through the formal process involving the appropriate committees and be reflected in the officials meeting minutes.
- The Planning Division structures the recommendations in conjunction with the MDT District Offices.
- The project is reviewed to assure it is affordable and eligible for STPU funds.
- The final decision of committing funds for the project is made by the Transportation Commission in accordance with the STIP process.

*For communities that DO NOT have a formal transportation committee, the local officials (mayor and chairman of county commission) submit priorities.*

## *Surface Transportation Program – Urban (STPU)*



## ***PL – Metropolitan Planning***

### **Unit**

Multimodal Planning Bureau  
Urban Planning Section

### **Contact**

Lynn Zanto, (406) 444-3445

### **Program Purpose**

Support a cooperative, continuous and comprehensive framework for making transportation investment decisions in metropolitan areas. Montana's metropolitan areas are: Billings, Great Falls and Missoula.

### **Funding**

The PL – Metropolitan Planning funding is a direct apportionment from the Transportation Efficiency Act for the 21<sup>st</sup> Century. To finance the metropolitan transportation planning activities mandated by 23 U.S.C. 134, a one percent take down from the IM, NHS, STP, CMAQ, and BRR programs is made. These funds are distributed to each metropolitan area through each state's own apportionment formula. Montana's formula is based on the metropolitan area's population. Metropolitan Planning (PL) funds are matched with 80 percent Federal funds and 20 percent state funds.

### **Program Eligibilities**

PL funds are available for Metropolitan Planning Organizations (MPO) to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs (TIP). Eligible activities include conducting inventories of existing routes to determine their physical condition and capacity, determining the types and volumes of vehicles using these routes, predicting the level and location of future population, unemployment, and economic growth, and using such information to determine current and future transportation needs. Under 23 U.S.C. 134 MPOs are responsible for developing, in cooperation with the State and affected transit operators, a long-range transportation plan and a transportation improvement program (TIP) for the area. Both the plan and the TIP must be fiscally constrained. The TIP also must be prioritized, and consistent with the transportation plan, and must include all projects in the metropolitan area that are proposed for funding with either Title 23 or Federal Transit Act (Title 49, U.S.C., Chapter 53) funds.

### **Statutes and Regulations**

23 U.S.C. 134 – Metropolitan Planning.  
23 CFR Parts 450 and 1410, 49 CFR Part 613

## *PL – Metropolitan Planning*

### **Project Selection**

In cooperation with the State and operators of publicly owned transit services shall be responsible for carrying out the metropolitan planning process. Program oversight is a joint FHWA/FTA responsibility. Since this is a Federally funded program, the MPOs are expected to follow certain requirements that are part of the Metropolitan Transportation Planning process that includes:

***Long-Range Transportation Plan*** – addresses at least a 20-year planning horizon.

***Transportation Improvement Program (TIP)*** – covers a period not less than three years and lists project priorities for the first three years.

***Unified Planning Work Plan (UPWP)*** – a document that describes the annual planning activities and work activities to maintain the 3 Ds (continuing, comprehensive, cooperative.)

Each of these three requirements should be completed in cooperation and with the assistance from the Urban Planning Section.

## ***Transportation Improvement Program***

### **Unit**

Multimodal Planning Bureau  
Urban Planning Section

### **Contact**

Lynn Zanto, (406) 444-3445

### **Program Purpose**

The Transportation Efficiency Act for the 21<sup>st</sup> Century (TEA 21) requires each Metropolitan Planning Organization (MPO) to prepare a financially constrained transportation project-programming document called a TIP.

The TIP is developed in cooperation with city, county, state, Federal agencies, transportation providers, citizens and other interested parties. The TIP includes a priority list of projects and project segments to be carried out in each three-year period after the initial adoption of the TIP. It also includes a financial plan that demonstrates how the TIP can be implemented. The basic premise behind a TIP is that it is the incremental implementation (3 years) of the Metropolitan Transportation Plans (20 years). The TIP serves to present manageable components of the long-range plan to funding agencies and the public.

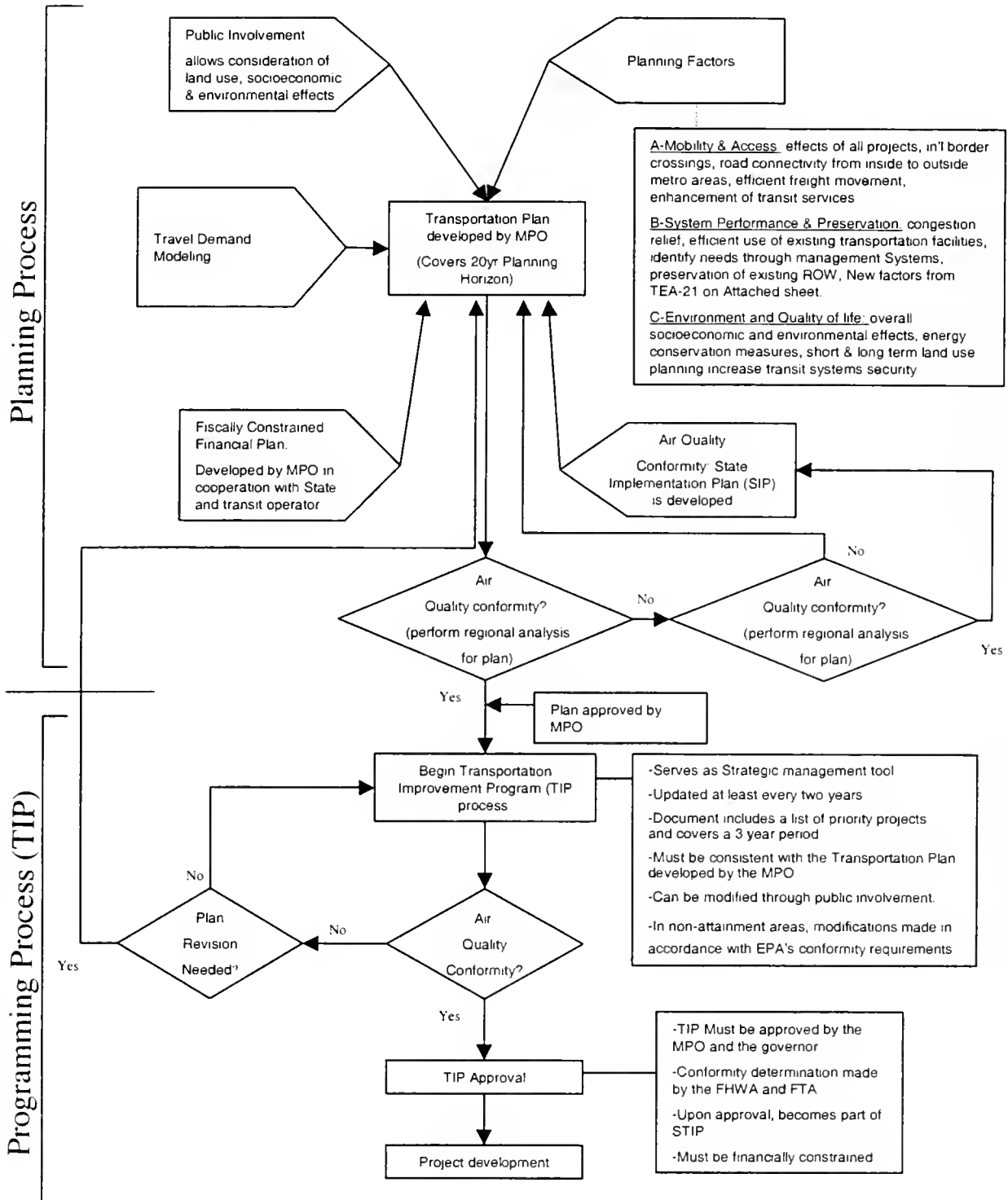
### **Statutes and Regulations**

23 CFR Part 450.423-330, 23 USC 134, Federal Transit Act

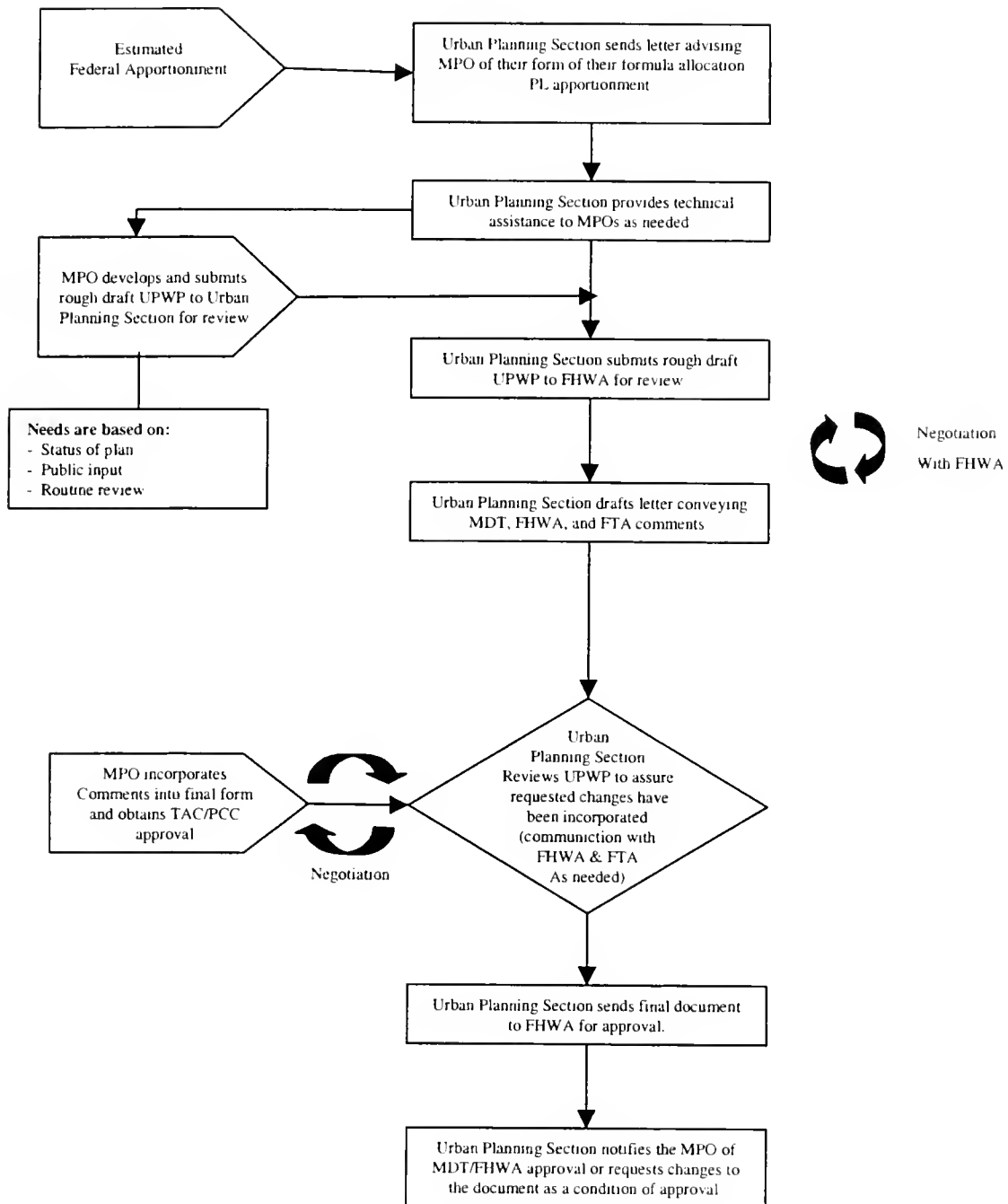
### **Project Selection**

Although the TIP is a multi-year program, it is updated annually. Updating the TIP begins with analysis of transportation needs in a Metropolitan Planning Area. The MPO's Technical Advisory Committee (TAC) then makes a recommendation to the Transportation Policy Coordinating Committee (TPCC). The TPCC makes final changes and approves the document on the local level. Modifications of the TIP can be made at any time throughout the year and must receive approval by the TPCC and MDT in cooperation with responsible Federal agencies (FHWA, FTA, and EPA). The TIP can be revised through an amendment process. Air quality conformity determinations must be done for each updated TIP and TIP Amendment to ensure conformity with the Clean Air Act.

## Urban Planning Transportation Plan Process



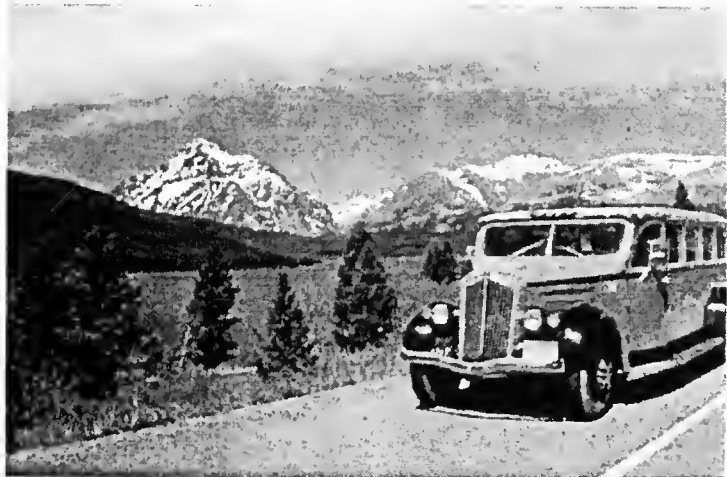
## Urban Planning Work Programs Process (UPWP)



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## **Project Analysis**



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## ***Statewide Transportation Improvement Program (STIP)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.  
Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

Montana's Statewide Transportation Improvement Program (STIP) process is developed under the provisions of the Intermodal Surface Transportation Efficiency Act (ISTEA) (1991) and the Transportation Equity Act of the 21st Century (1998). The STIP is based on the development of a three-year program that contains all the proposed multimodal transportation projects for the use of federal and state aid funds. The program is developed through coordinated efforts of the Montana Department of Transportation, state and federal agencies, local and tribal governments, metropolitan planning organizations, public agencies, transportation providers, citizens, and other interested parties. The program identifies highway, rail, aeronautic, and transit improvements to preserve, renovate, and enhance Montana's transportation system.

The time frame for the STIP process is as follows:

Phase I – Funding Evaluation - Includes Performance Programming Process	October – January
Phase II – Preliminary Project Selection and Review	December – April
Phase III – Public Review and Comment	May – July
Phase IV – STIP Approval	July – October
Phase V – Amendments to STIP (as required)	Yearlong

### **Statutes**

23 U.S.C. 135  
Statewide Transportation Improvement Program (STIP)

## ***Statewide Transportation Improvement Program (STIP)***

### **Project Selection**

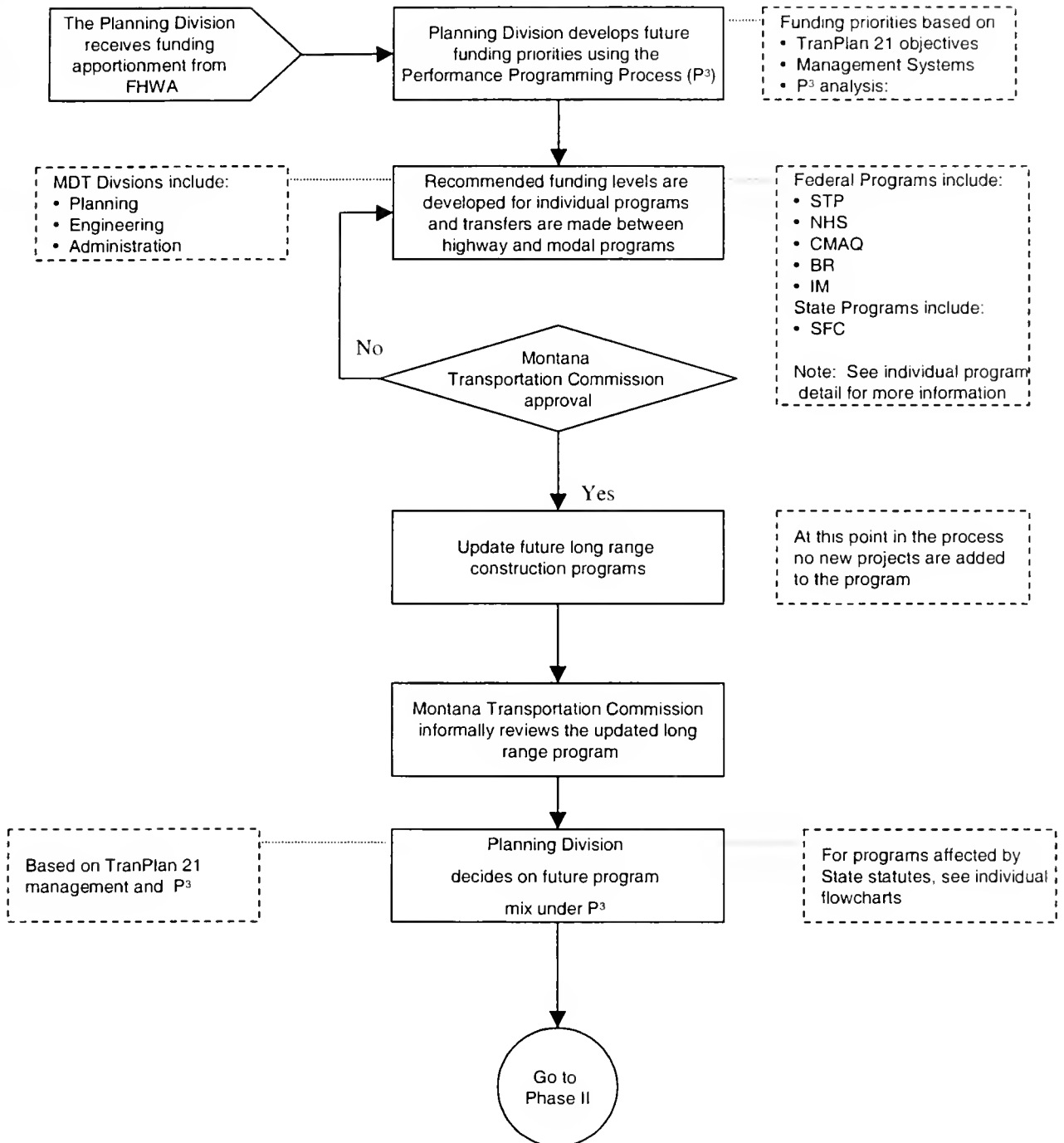
Project proposals are developed by the local agencies who are responsible for conducting a public participation process to solicit and prioritize projects. The public participation process used by the local agency is at their discretion so long as all groups such as special interests, minorities, and neighborhood coalitions, etc., are given the opportunity to participate.

Completed proposals are sent to the department where they are reviewed to assure that they meet the guidelines of the program. The department approves the project and notifies the local agency. Project development agreements are provided to the local agency for signature. Once they are returned, the department requests federal programming of the project. The local agency is notified of the federal approval and a notice to proceed with the next phase of the project development.

Project development is the responsibility of the local agency. This includes project design, either through a consultant or local agency staff, construction bid letting process and contract administration. The department provides assistance and approvals for each phase of project development. The department may develop and administer a local agency's project only if it can be tied to an existing department project and the decision to do this is a the sole discretion of the department.

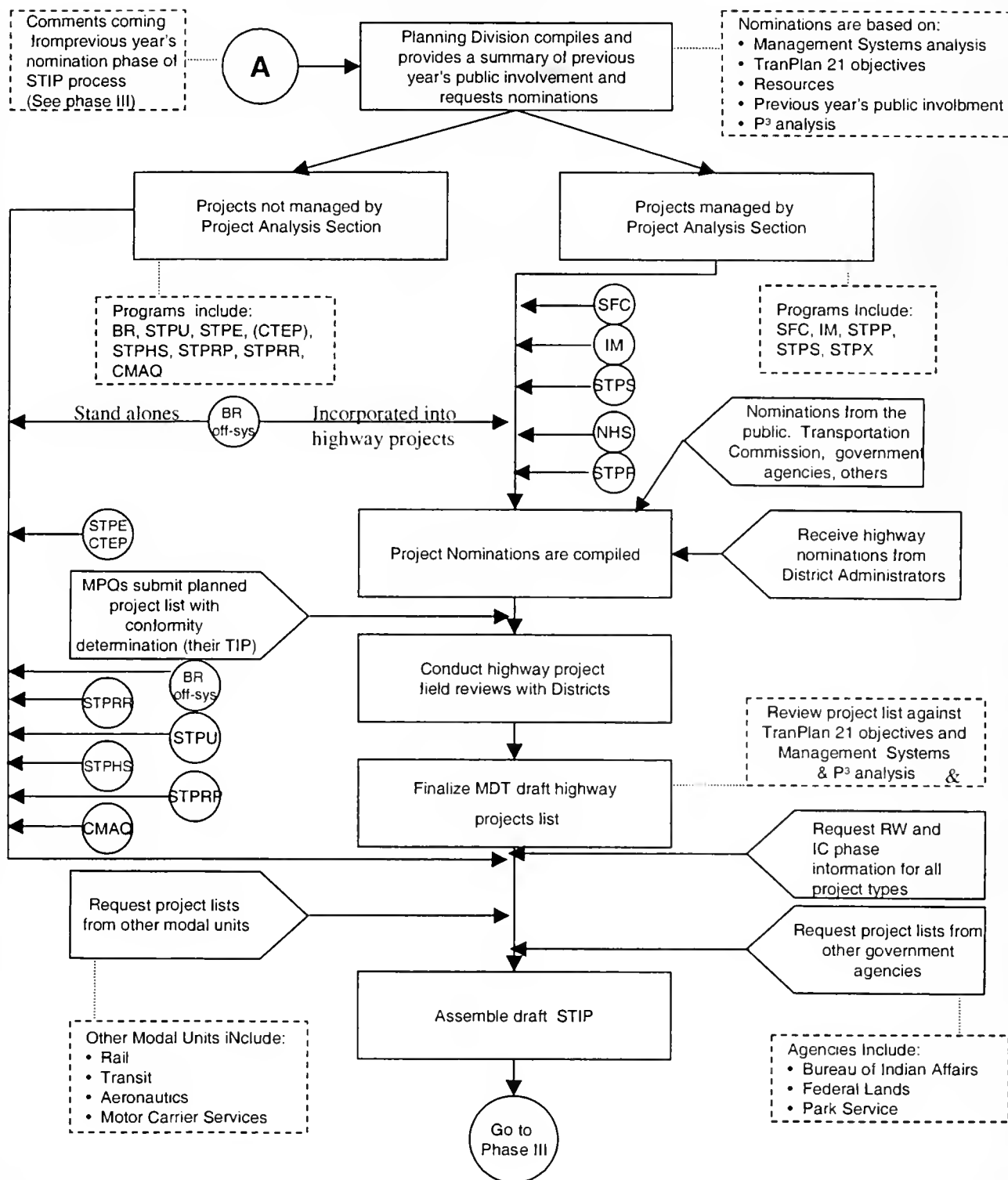
## Statewide Transportation Improvement Program (STIP)

### Phase I – Funding Evaluation



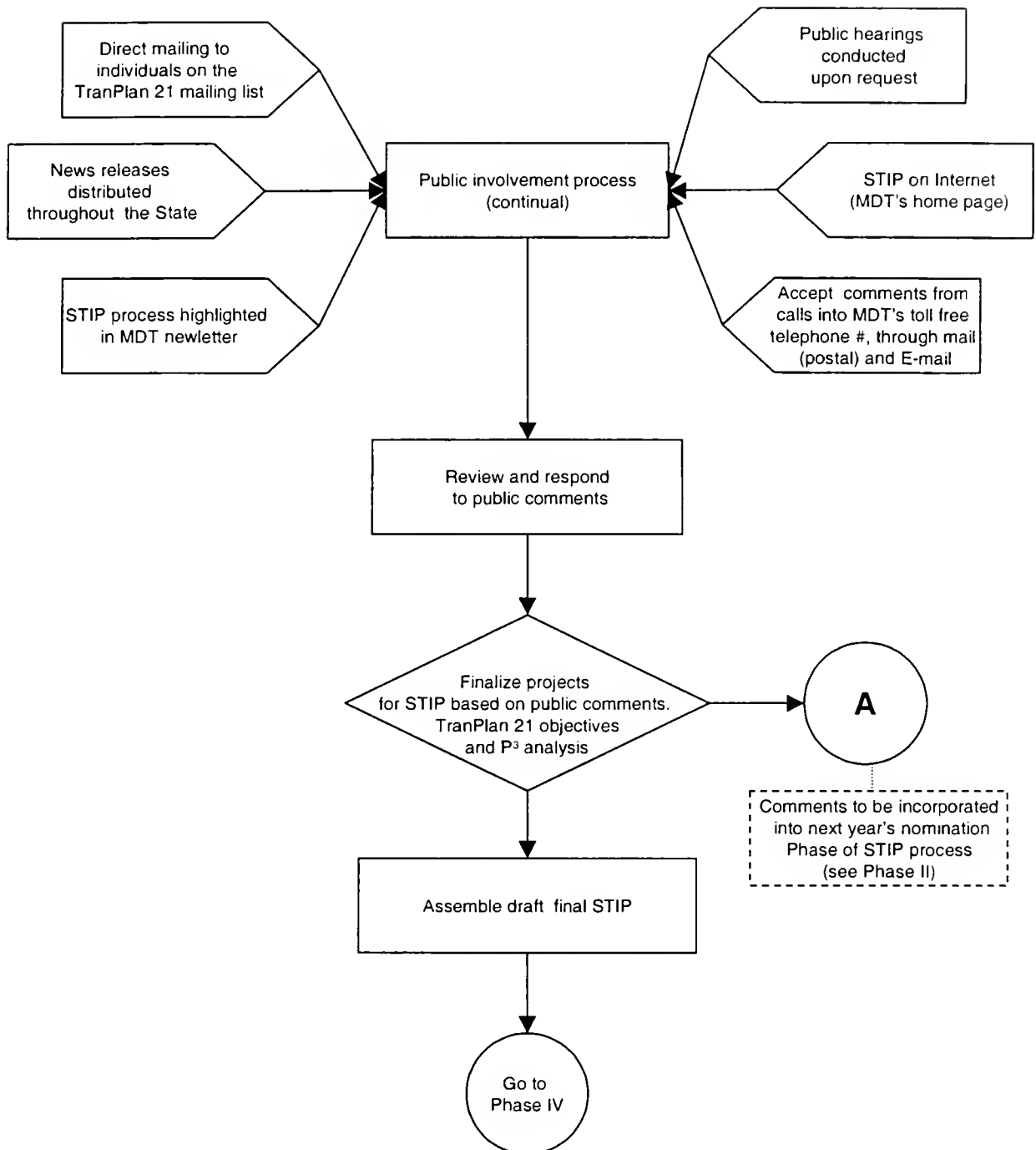
## Statewide Transportation Improvement Program (STIP)

### Phase II – Project Selection and Review



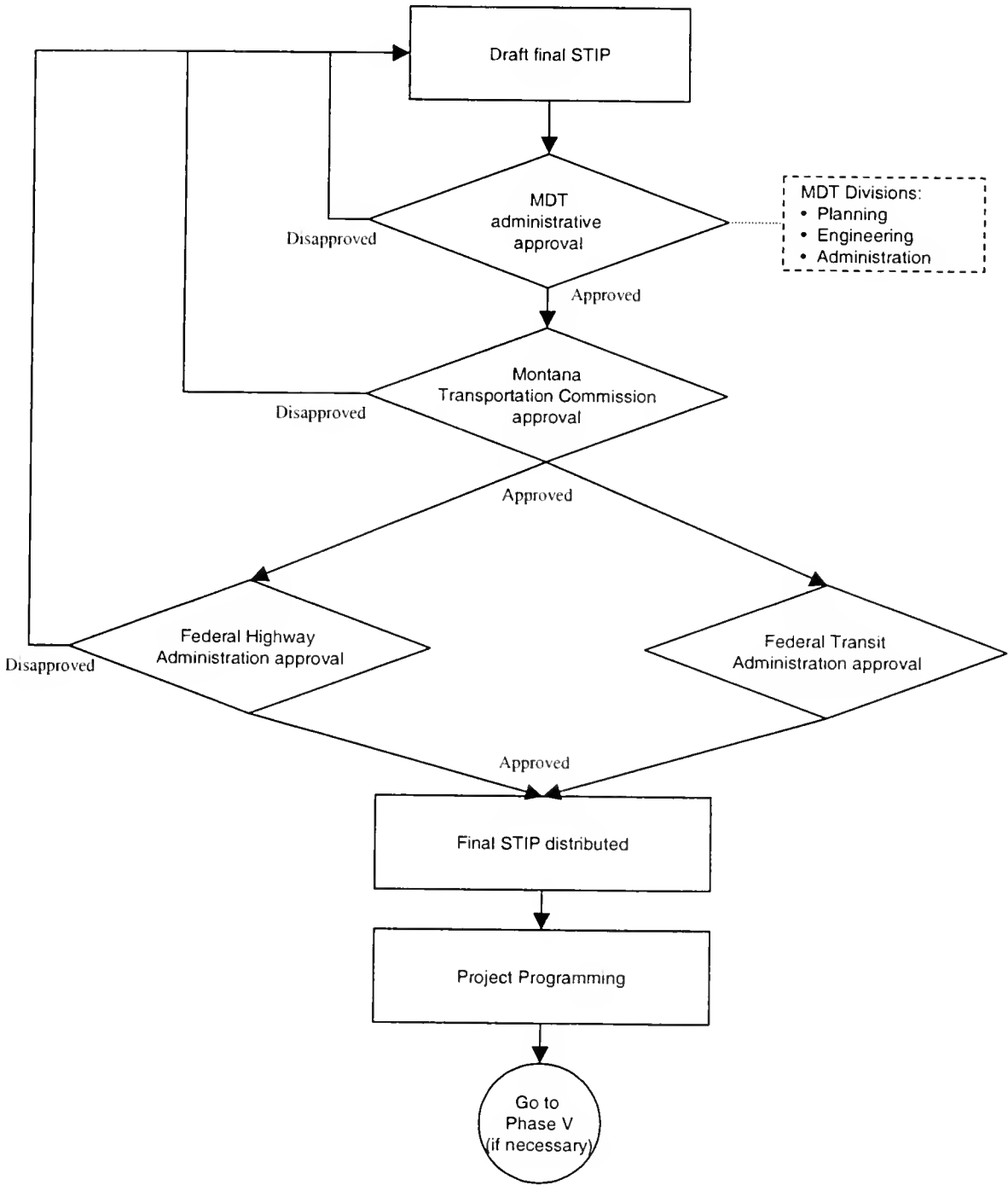
## Statewide Transportation Improvement Program (STIP)

### Phase III – Public Review and Comment



*Statewide Transportation Improvement Program (STIP)*

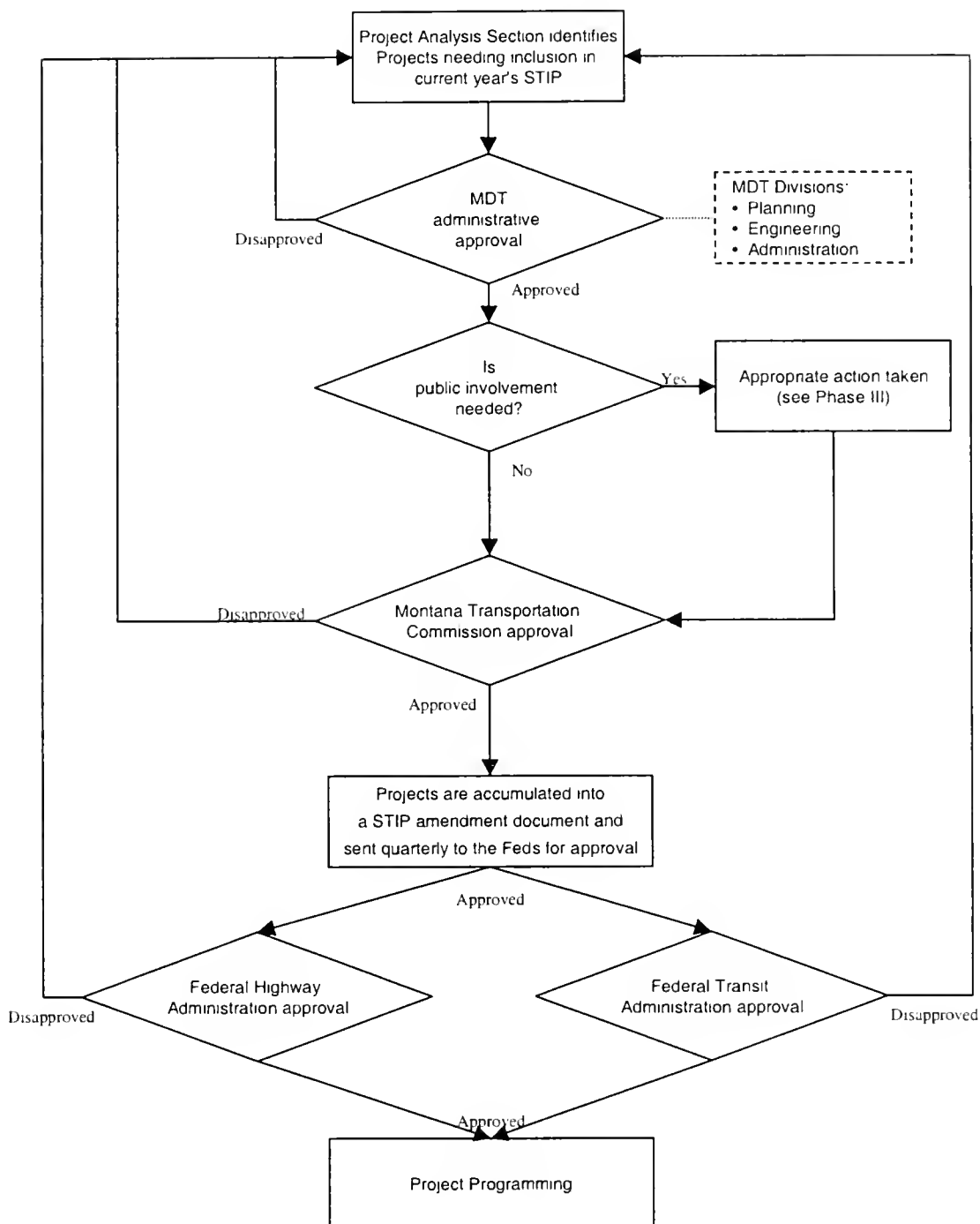
**Phase IV – STIP Approval**





## Statewide Transportation Improvement Program (STIP)

### Phase V – Amendments to STIP



## ***National Highway System (NHS)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.  
Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

The purpose of the National Highway System is to provide an interconnected system of principle arterial routes which will serve major population centers, international border crossings, ports, airports, public transportation facilities and other major travel destinations; meet national defense requirements; and serve interstate and interregional travel.

There are several components of the National Highway System. These include all interstate routes, a large percentage of urban and rural principal arterials, the defense strategic highway network, and strategic highway connectors.

### **Funding**

The Federal share for any eligible NHS project is 80 percent plus a percentage based upon the proportion of nontaxable Federal lands within a state. Montana's current additional share is 6.58 percent for a total Federal share of 86.58 percent. The state is responsible for the remaining share of 13.42 percent. The state's share is funded through assessment of state fuel taxes.

One exception exists to the 86.58 / 13.42 cost sharing formula. This exception is for the NHS projects on Indian Reservations where the federal share is 100 percent.

### **Program Eligibilities**

Activities eligible under the National Highway System program include construction, reconstruction, resurfacing, restoration, and rehabilitation of segments of the NHS. Operational improvements as well as highway safety improvements are also eligible. Other miscellaneous activities that may qualify for NHS funding may include research, planning, carpool projects, bikeways, and pedestrian walkways.

### **Statutes**

Section 103 of U.S. Title 23, Federal Aid Systems

## *National Highway System (NHS)*

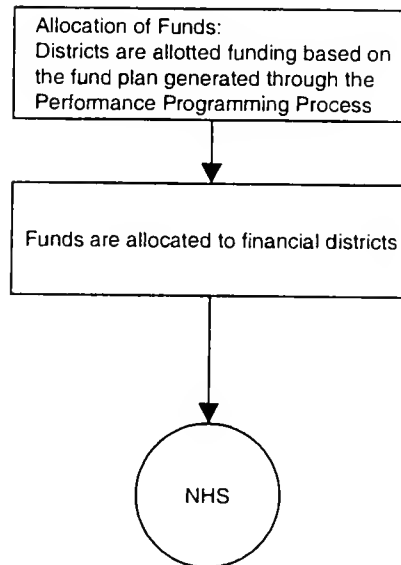
### **Project Selection**

A state may transfer up to 50 percent of the NHS funds apportionment to the Surface Transportation Program (STP). A state may transfer up to 100 percent of the NHS funds apportionment to the STP program with the approval of the U.S. Department of Transportation, and after providing notice and sufficient opportunity for public comment.

The Montana Transportation Commission approves the fund apportionment to the statewide National Highway System program. The NHS funds are distributed throughout the financial districts based solely on need and not by a financial district law. However, consideration is given to balancing needs against existing and future construction manpower when distributing the funds using the Performance Programming Process (P<sup>3</sup>).

All NHS projects must appear in the STIP and are subjected to public review before receiving Transportation Commission approval. For more details see the STIP process.

## *National Highway System (NHS)*



## ***Interstate Maintenance Program***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.  
Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

The Interstate Maintenance program is designated for projects on the interstate system involving resurfacing, restoring, and rehabilitation of the existing roadway.

### **Funding**

The Federal share for any eligible IM project is 90 percent plus a percentage not to exceed 5 percent based upon the proportion of nontaxable Federal lands. Montana's current additional share is 1.24 percent for a total Federal share of 91.24 percent. The state is responsible for the remaining share of 8.76 percent. The state's percentage is funded through assessment of state gas taxes.

If the Interstate Maintenance funds apportioned to a state are in excess of what states needs, the state may transfer up to 20 percent of the apportioned funds to the National Highway System (NHS) program and/or the Surface Transportation Program (STP). A state may transfer up to 100 percent of the IM funds apportionment to the NHS and/or the STP programs with the approval of the U.S. Department of Transportation, and after providing notice and sufficient opportunity for public comment.

One exception exists to the 91.24 / 8.76 cost sharing formula. This exception is for IM projects on Indian Reservations where the Federal share for projects is 100 percent.

### **Program Eligibilities**

Activities eligible under the Interstate Maintenance program include resurfacing, restoration, and rehabilitation of the roadway. In addition, reconstruction or rehabilitation of bridges, existing interchanges, and over crossings also qualify. Construction of new travel lanes other than high occupancy vehicle (HOV) lanes or new interchanges are not eligible for funding under the IM program. Preventative maintenance activities are eligible when a state can demonstrate, through its pavement management system, that such activities are a cost-effective means of extending the interstate pavement life.

## ***Interstate Maintenance Program***

### **Statutes**

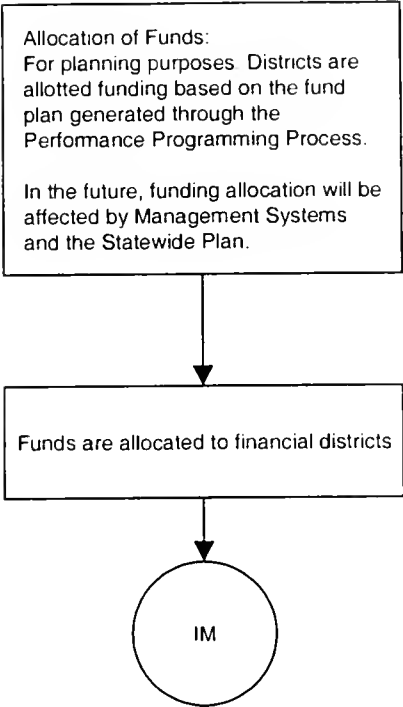
Section 119 of U.S. Title 23, Interstate Maintenance Program.

### **Project Selection**

The Montana Transportation Commission approves the fund apportionment to the statewide Interstate Maintenance program. The IM funds are distributed throughout the financial districts based solely on need and not by a financial district law. However, consideration is given to balancing needs against existing and future construction manpower when distributing the funds using the Performance Programming Process.

All IM projects must appear in the STIP and are subjected to public review before receiving Transportation Commission approval. For more details see the STIP process.

*Interstate Maintenance Program*



## ***Forest Highway Program***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.(406) 444-7639  
Gary Larson, (406) 444-6110

### **Program Purpose**

The objective of the Forest Highway Program is to construct or improve roads serving the national forest and its resources and which connect the national forest to the main state transportation network.

### **Funding**

Projects funded under FLHP are 100 percent federally funded and authorizations are provided through three categories:

- Indian Reservation Roads.
- Parkways and Park Roads.
- Public Lands Highways (PLH), which incorporates the Forest Highway category.

Of the available funding for the Public Lands Highways, two-thirds is dedicated to the Forest Highway Program with the remaining one-third of the PLH funds falling under Discretionary Funds.

The Forest Highway Program is a **Federal** rather than a **Federal-aid** program. Forest Highway funds are allocated to FHWA for expenditure in a state according to an apportionment formula based on the area and value of the national forest in each state.

### **Program Eligibilities**

Designation to the Forest Highway System are proposed by the MDT and Forest Service (counties propose routes through the MDT). Final designation of a Forest Highway Route is performed by the FHWA in consultation with the Forest Service and the MDT. The criteria for a route to be on the Forest Highway System is as follows:

- Development and utilization of National Forest Service (NFS) renewable resources.
- Enhance economic development at a local, regional or national level.
- Traffic
- Serves preponderance of USFS-generated traffic.
- Continuity to transportation network serving NFS and dependent communities.



## *Forest Highway Program*

### **Statutes**

Section 202-205, 23 USC

### **Project Selection**

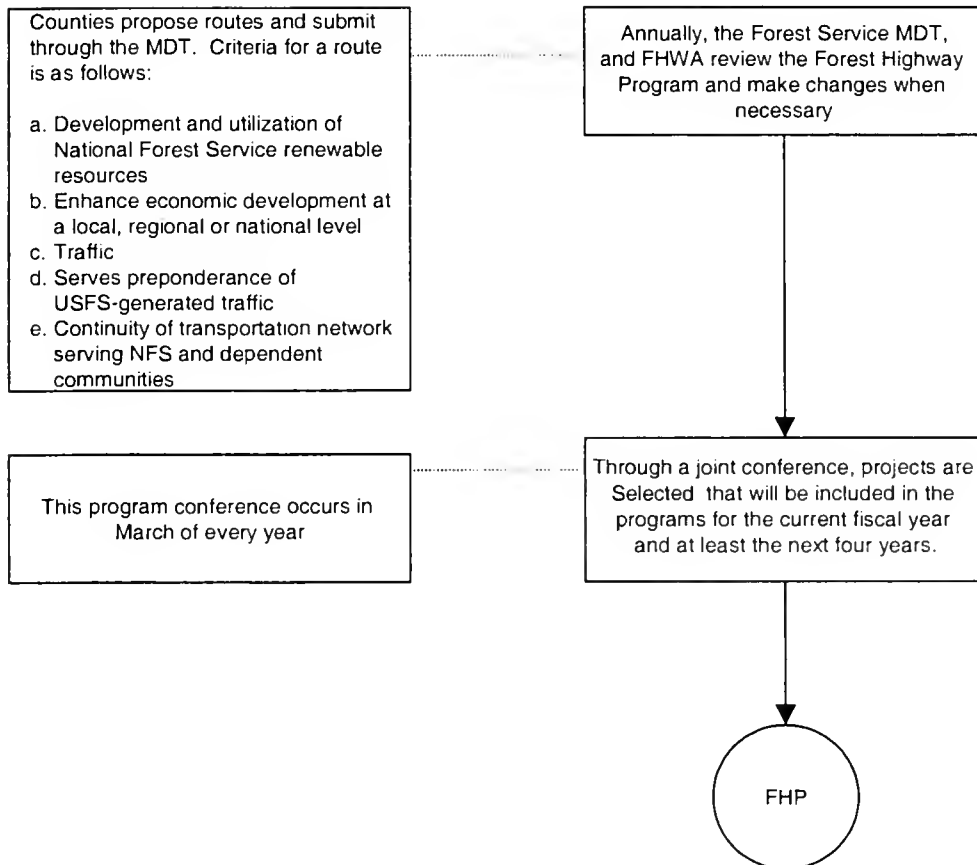
For each fiscal year that funds are apportioned for forest highways, the FHWA will request that the Forest Service, Montana Department of Transportation and local governmental agencies to submit a list of projects proposed for Forest Highway funding. Following receipt of the lists of projects, the FHWA will conduct a joint conference with the Tri-Agency members (Forest Service, MDT, WFL-FHWA based in Vancouver). The members prioritize potential projects based on a method called choosing by advantages, which ranks projects based on overall need. The three members of the Tri-Agency team then select the projects, which will be included in the programs for the current fiscal year and at least the next four years. This program conference occurs in March of every year.

Forest Highway Projects that are on a state Primary, Secondary, or National Highway system must have Transportation Commission approval.

Forest Highway projects in Montana are administered by the Western Federal Land Highway Division (WFLHD) of the Federal Highway Administration.

All Forest Highway projects must appear in the STIP and are subjected to public review before receiving Transportation Commission approval. For more details see the STIP process

## Forest Highway Program



## ***Surface Transportation Program (STP)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E., Project Analysis Engineer (406) 444-7639  
Gary Larson, Secondary Roads Engineer (406) 444-6110

### **Program Purpose**

The Surface Transportation Program (STP) is a block grant type program under the Transportation Equity Act for the 21st Century (TEA21) that may be used for any roads (including NHS) that are not functionally classified as local or rural minor collectors. Bridge projects paid for with STP funds are not restricted to Federal-aid roads but may be on any public road. Transit capital projects are also eligible under this program.

### **Funding**

STP apportioned funds are not eligible to be transferred to any other Federal program. However, due to their flexibility, STP funds may be used on any public roads that are not functionally classified as local or rural minor collectors.

The Federal funding for the Surface Transportation Program comes from the Highway Trust Fund. The Trust Fund was set up as a use-supported fund; that is, the revenues of the fund were intended for financing highways. The types of taxes placed in the Highway Trust Fund include fuels, tires, truck sales, and use taxes.

In general, the federal share for any eligible STP project is 80 percent plus a percentage based upon the proportion of nontaxable Federal lands within a state. Montana receives an additional federal share of 6.58 percent based on federal land ownership and the existence of a totally state funded construction program for a total federal share of 86.58 percent. The state is responsible for the remaining share of 13.42 percent. The state's percentage is funded through the state special revenue account, which is funded principally with fuel taxes and GVW fees.

A number of exceptions exist to this 86.58 / 13.42 percent cost sharing. These exceptions include: (1) projects on Indian Reservations (except secondary roads) are funded at 100 percent Federal money; and (2) safety projects are funded at 20 percent Federal and 10 percent state.

The allocation of Federally apportioned STP funds must be distributed according to Federal and state law. The following describes the distribution rules for each category of STP funds.

## ***Surface Transportation Program (STP)***

Ten percent of the federal STP apportioned funds and five percent of the state's apportionment adjustment shall only be available for carrying out safety programs. Under ISTEA, there are three safety programs: (1) the Highway Hazard Elimination Program (STPHS), (2) the Rail/Highway Crossing-Protective Devices Program (STPRP), and (3) the Rail/Highway Crossing-Elimination of Hazard Program (STPRR). For each of these three safety programs, federal program administrators set an amount that is sub-allocated to each program with an optional amount that is set by the state. The optional safety funds are allocated to each program at the discretion of the Montana Transportation Commission.

### **STP - Surface Transportation Program**

The STP is the largest of the Federal transportation funding programs. Funds in this program may be used to improve any road that is not functionally classified as a local or rural minor collector (may include NHS system). The exception to this is that bridge and safety projects financed under this program may be on any public road. These roads are now collectively referred to as Federal aid roads. They include the non-principal arterial primary routes and the old federal aid secondary and urban routes.

Besides the STP funding roads and bridges, the funds can also be used for bicycle facilities and pedestrian walkways, carpool and vanpool projects, safety improvements, landscaping and beautification and wetland mitigation.

### **STPP – Surface Transportation Program Primary**

The STP funds that remain after Urban (STPU), Secondary (STPS), and other (STPX) programs have been funded are available for the Primary System. The STPP funds are allocated to financial districts based on district ratios of mileage rated below adequate sufficiency and mileage rated at or below critical sufficiency in each district to that of the entire state. MDT is responsible for selecting projects for the STPP program. All projects must be approved by the Transportation Commission. The federal share for this program is 86.58% with the State contributing 13.42% matching funds. The funds are primarily used to preserve, restore, or reconstruct roads and bridges on the state's primary (minor arterial) system. See STPP Section for more detail of the Primary Highway system information.

### **STPS – Surface Transportation Program Secondary**

The STPS is a sub-allocated portion of the larger Surface Transportation Program. State law (House Bill 333) passed during the 53<sup>rd</sup> legislative session modified the method of sub-allocating secondary road system funds. Rather than allocating funds to the counties, funds are now allocated to the State's five financial districts based on formula. Funds in this program may be used to improve any road that is not functionally classified as a local or rural minor collector and designated by the Montana Transportation Commission as a part of the state Secondary System. Each year, out of the federal aid funds available in the STP general program of funds, the Transportation Commission allocates a portion to the State Secondary System. The federal share for this program is 86.58% with the State contributing 13.42% matching funds.

## *Surface Transportation Program (STP)*

The funds are primarily used to preserve, restore, or reconstruct roads and bridges on the state secondary system.

### *STPU – Surface Transportation Program Urban*

The STPU program is a sub-allocation of the larger Surface Transportation Program that provides financial resources to construct improvements on the designated urban highway system in Montana's 15 urban areas. This sub-allocation is authorized by state statute and approved annually by the Montana Transportation Commission. The allocation is based on a per capita distribution and is recalculated each decade following the census. The federal share for this program is 86.58% with the State contributing 13.42% matching funds. Programs and projects which funds are typically used for construction of new facilities include: reconstruction, resurfacing, restoration and rehabilitation of existing facilities; operational improvements; bicycle facilities, pedestrian walkways and carpool projects and programs.

### *STPX – Surface Transportation Program for Other Routes (Off-system)*

Other routes include the highways throughout the state that are not located on a defined highway system but are on the state maintenance system, and are not a minor collector or local road. STPX funds rarely exceed one-half million dollars. Projects on STPX routes are nominated yearly by the District Administrators from each of the five districts. All projects must be approved by the Transportation Commission. The federal share for this program is 86.58% with the State contributing 13.42% matching funds.

### *STPHS – Surface Trans. Program Hazard Elimination Program*

For the Highway Hazard Elimination Program, the minimum amount of federal funding for this program shall be \$1,153,693. The highway safety projects are determined by identifying high hazard locations and ranking these locations by their benefit/cost ratio. STPHS funds are distributed throughout the state according to a prioritization of the projects' benefit/cost ratios and not by a financial district law. The federal share for this program is 86.58% with the State contributing 13.42% matching funds.

### *STPRP – Surface Transportation Program Rail/Highway Crossing: Protective Devices Program*

The minimum amount of federal funding for the Rail/Highway Crossing –Protective Device Program shall be \$806,684. Each year, approximately one-half of this sum is dedicated to installing new signals and the remainder is utilized to upgrade existing signals. Protective device projects are determined by inventorying railroad crossing and identifying hazardous sites. STPRP funds are distributed throughout the state based on high hazard sites and not by financial district law. The federal share for this program is 86.58% with the State contributing 13.42% matching funds.

## *Surface Transportation Program (STP)*

### *STPRR – Surface Transportation Program Rail/Highway Crossing: Elimination of Hazard Program*

The minimum amount of federal funding for the Rail/Highway Crossing: Elimination of Hazard Program shall also be \$806,663. Projects for this program are determined by identifying those sites where only grade separation will eliminate an identified hazard or where an existing grade separation exists but needs rehabilitation or replacement. STPRR funds are distributed throughout the state based on need and not by financial district law. STPRR funds are often used in combination with other federal funding sources (NHS, STPP, etc.) in order to accomplish a costly improvement. The federal share for this program is 86.58% with the State (or local) contributing 13.42% matching funds.

Ten percent of the federal STP apportioned funds and five percent of the state's apportionment adjustment shall only be available for carrying out transportation enhancements. Under a tri-party agreement between the Montana Association of Counties, the League of Cities and Towns, and the State – a portion of the funds are allocated to the MDT Transportation Enhancement Program (SPTE) and the remaining funds go to the Community Transportation Enhancement Program (CTEP).

### *STPE – Surface Trans. Enhancement Program (also known as CTEP)*

Annual funding for the Enhancement Program is ten percent of the STP funds plus five percent of the state's apportionment adjustment less that reserved for MDT use. Entities eligible for Enhancement funding include all 56 counties in Montana and all Class I, II and III cities and the seven reservations areas whose 1990 population was greater than 1000 (51). The total number of entities eligible for CTEP funding is 112.

The Enhancement funding for each entity is based on a per capita share. The per capita share is calculated by dividing the total Enhancement funds by the 1990 State population (799,065). The funding allocation for each municipality is calculated by multiplying its 1990 population by the per capita share. The funding allocation for each county is calculated by subtracting its 1990 municipal population(s) over 1000 from its total 1990 county population and multiplying this number by the per capita share.

Projects eligible for funding under the Enhancement program include facilities for pedestrians and bicycles; acquisition of scenic easement and scenic or historic sites; scenic or historic highway programs; landscaping and other scenic beautification; historic preservation; rehabilitation and operation of historic transportation buildings, structures, or facilities including abandoned railway corridors including the conversion and use thereof for pedestrian or bicycle trails; control and removal of outdoor advertising; archaeological planning and research; and mitigation of water pollution due to highway runoff.

### ***Surface Transportation Program (STP)***

Any entity eligible for Enhancement funds can accumulate up to three years of funds to help pay for larger projects. The 13.42% matching share for Enhancement projects comes from the local authority and not the State. Once the federally mandated ten percent has been taken out for both safety and enhancement programs, the remaining 80% is distributed to the urban, secondary, other, and primary systems, respectively.

The Federal share for this program is 86.58 percent.

#### **Program Eligibility's**

See individual program categories for eligibility

#### **Statutes**

Section 133 of U.S. Title 23, Surface Transportation Program

Section 130 of U.S. Title 23, Railway-Highway Crossings

Section 152 of U.S. Title 23, Hazard Elimination Program

Section 3-205 of MT Code 60, Apportionment of state funds to primary highway system

Section 3-206 of MT Code 60, Apportionment of state funds to secondary highway system

Section 3-211 of MT Code 60, Apportionment of state funds to urban highway system

## ***Surface Transportation Program—Primary Highways (STPP)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E. Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

The purpose of the STPP program is to provide federal assistance for reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for the state's federal-aid primary system.

### **Funding**

The STPP funds are allocated to financial districts based upon the districts ratio of mileage at or below adequate sufficiency and mileage rated at or below critical sufficiency in each district to that of the whole state. A financial district may not receive more than one-third of the total funds available for the primary highway system in any given biennium.

### **Program Eligibility**

Projects selected for the STPP program consider the highway sufficiency rating which is calculated each biennium. The rating is based upon a 100 point scale. Highways with a rating of 0 to 45 are rated as critical and highways rated 45 to 65 are considered adequate. The rating system is calculated from the analysis performed in P<sup>3</sup>.

### **Statutes**

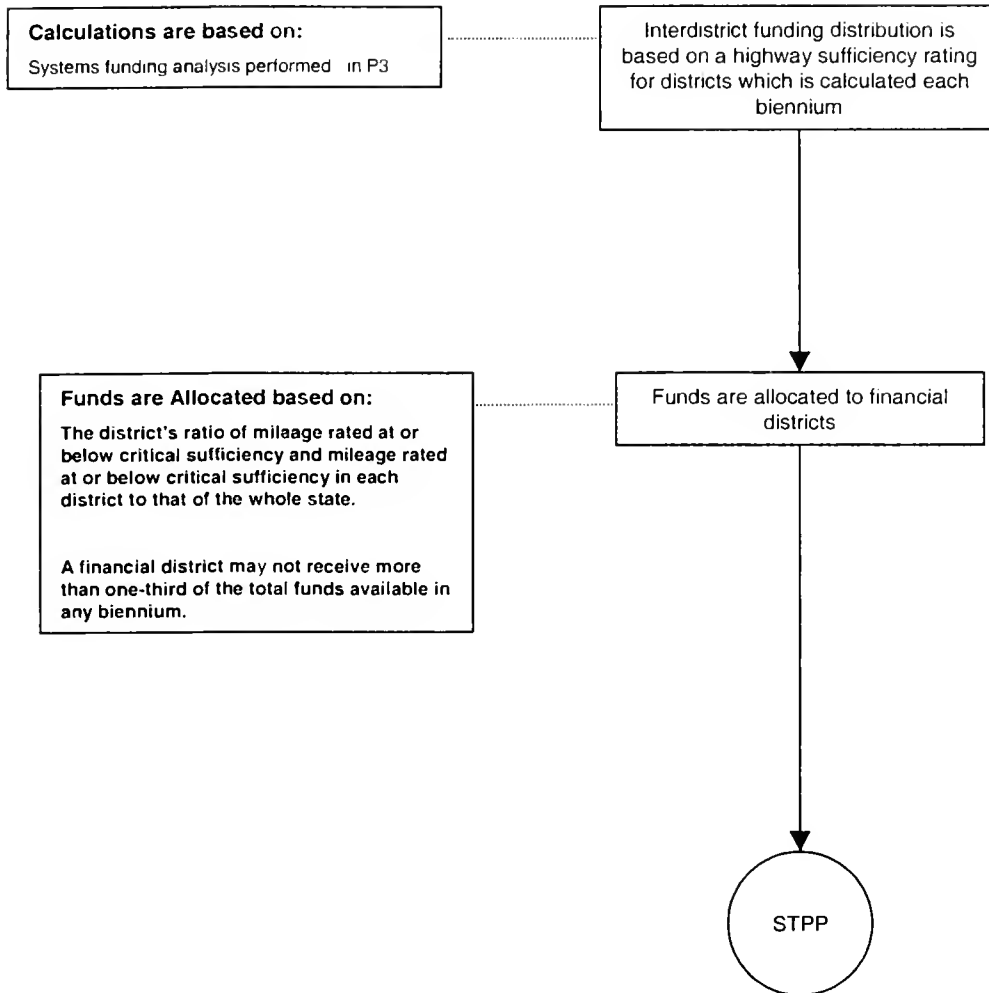
Section 133 of U.S. Title 23, Surface Transportation Program  
Section 3-205 of MCA 60, Apportionment of State Funds to Primary Highway System

### **Project Selection**

All STPP projects are submitted to the Statewide Transportation Improvement Program (STIP). Projects programmed within urban areas with populations over 50,000 are undertaken cooperatively with the area's Metropolitan Planning Organization (MPO). For more details, see the STIP process section.



## *Surface Transportation Program—Primary Highways (STPP)*



## ***Surface Transportation Program—Secondary Roads Program (STPS)***

### **Unit**

Project Analysis Section  
Secondary Roads

### **Contact**

Gary Larson, Secondary Roads Engineer (406) 444-6110

### **Program Purpose**

Federal assistance allocated to routes on the Transportation Commission approved State Secondary System to reconstruct, rehabilitate and/or resurface roads and bridges.

### **Funding**

86.58 percent Federal participation and 13.42 percent state match.

**Allocation of Funds:** Each year, out of Federal-aid funds available, the Transportation Commission allocates a portion to the State Secondary System. Funding for Secondary Projects is 86.58 percent Federal and 13.42 percent state match. Funds are apportioned to each MDT financial district according to state law, based on the following formula.

30 percent in the ratio of land area in each county to the total land area in the state.

35 percent in the ratio of rural population in each county to the total rural population in the state.

30 percent in the ratio of rural road mileage in each county to the total rural road mileage in the state.

5 percent in the ratio of the rural bridge square footage in each district to the total rural bridge square footage in the state.

County Commissioners, MDT District Administrator, and MDT Secondary Roads Engineer designate where their Secondary Road funds will be expended. Project priorities are ranked according to overall need, with need determined by a method called Choosing By Advantage. Sixty-five percent (minimum) of the funding must be used for capital construction projects and the remaining funding is utilized for pavement preservation. See Pavement Preservation Program (Secondary) for description of pavement preservation projects.

## ***Surface Transportation Program—Secondary Roads Program (STPS)***

### **Program Eligibilities**

“Secondary Highways” are those highways that have been functionally classified by the MDT as either minor arterials or major collectors and that have been selected by the Transportation Commission, in co-operation with the Boards of County Commissioners, to be placed on the Secondary Highway System. Eligible projects include any improvements to the roadway, which improves the structure of the road or preserve the existing paved surface. Eligible improvements could include reconstruction, overlays, bridge rehabilitation or reconstruction, pipe replacement, etc. The program has been expanded to include improved railroad crossing and surfaces and epoxy striping.

### **Statutes**

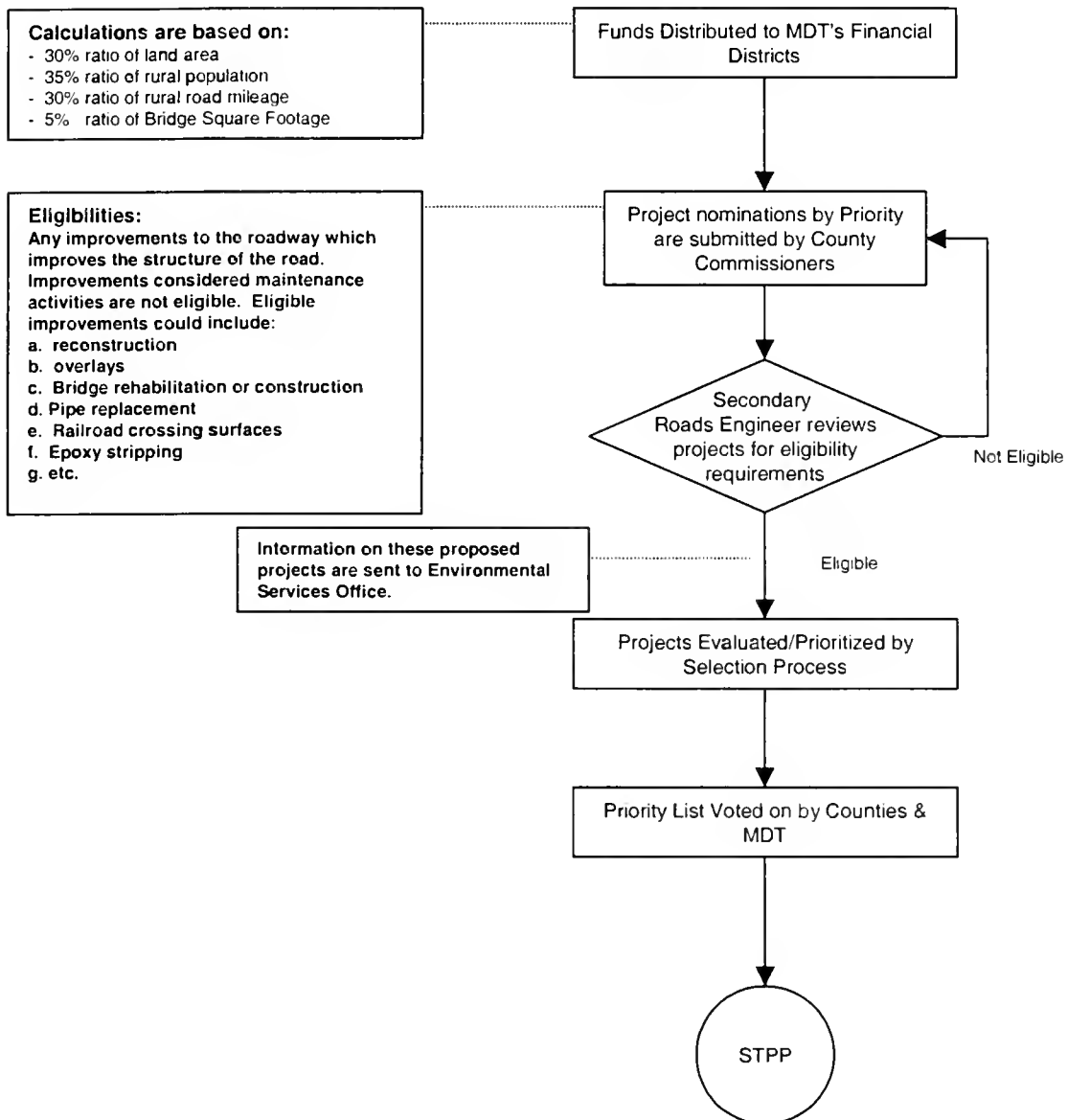
Section 133 of U.S. Title 23, Surface Transportation Program

Section 3-206 of MT Code 60, Apportionment of state funds to secondary highway system.

### **Project Selection**

Selection of Capital Construction Projects will occur on a district wide bases using “Choosing By Advantages” to rank and prioritize projects according to need. The first step involves the MDT identifying a list of criteria to be used as a tool for measuring project need. Next the counties agree upon the criteria and the level of importance for each criteria. Counties submit to MDT their individual projects for evaluation and comparison to criteria. Using established data sources the MDT summarizes the attributes of each project and ranks accordingly. Prioritized list of projects is submitted to the counties in each district for approval. Approved project list is submitted to the Transportation Commission for their approval. Proposed improvements receiving Transportation Commission approval are submitted to the Project Analysis Section which initiates a program request to the Fiscal Programming Section. Programming documents are submitted to the Federal Highway Administration, which commits Federal participation through a letter of approval and/or authorization and Federal-aid project agreement.

## Surface Transportation Program—Secondary Roads Program (STPS)



## ***State Funded Construction Program (Non-Secondary)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.  
Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

The State Funded Construction Program (Non-Secondary) is designed to augment the department's overall pavement preservation program. Because there is Pavement Preservation Program for the secondary routes, this program addresses pavement preservation needs on all the other systems. The program is also designed to fulfill the necessary maintenance level of effort so that MDT may take advantage of a higher match ratio in the federal aid program.

### **Funding**

Funding comes from the State Special Revenue Account. These are 100% state funds that can only be used for pavement preservation activities. Continued funding of this program is dependent upon legislative approval and funding balances.

The individual district apportionment is based on the statewide needs identified during project nominations. Based on previous years project cost overruns or under runs, the Project Analysis Section adjusts the total allocations to be distributed to each district.

### **Program Eligibilities**

Pavement Preservation funds are used to extend the life of existing paved routes that are identified through our pavement management system. Funds are eligible for preventative and scheduled maintenance treatments that include mill and fill, thin lift overlay, seal and cover, and crack sealing.

### **Statutes**

House Bill 2

### **Project Selection**

The five district offices submit their proposed projects to the Project Analysis Section. The projects are reviewed against various program criteria such as statewide need, eligibility, appropriateness of treatment and others. The Project Analysis Section then submits the projects to the Transportation Commission for approval. Upon commission approval the project is submitted to the Fiscal Programming Section to formulate the programming documents.

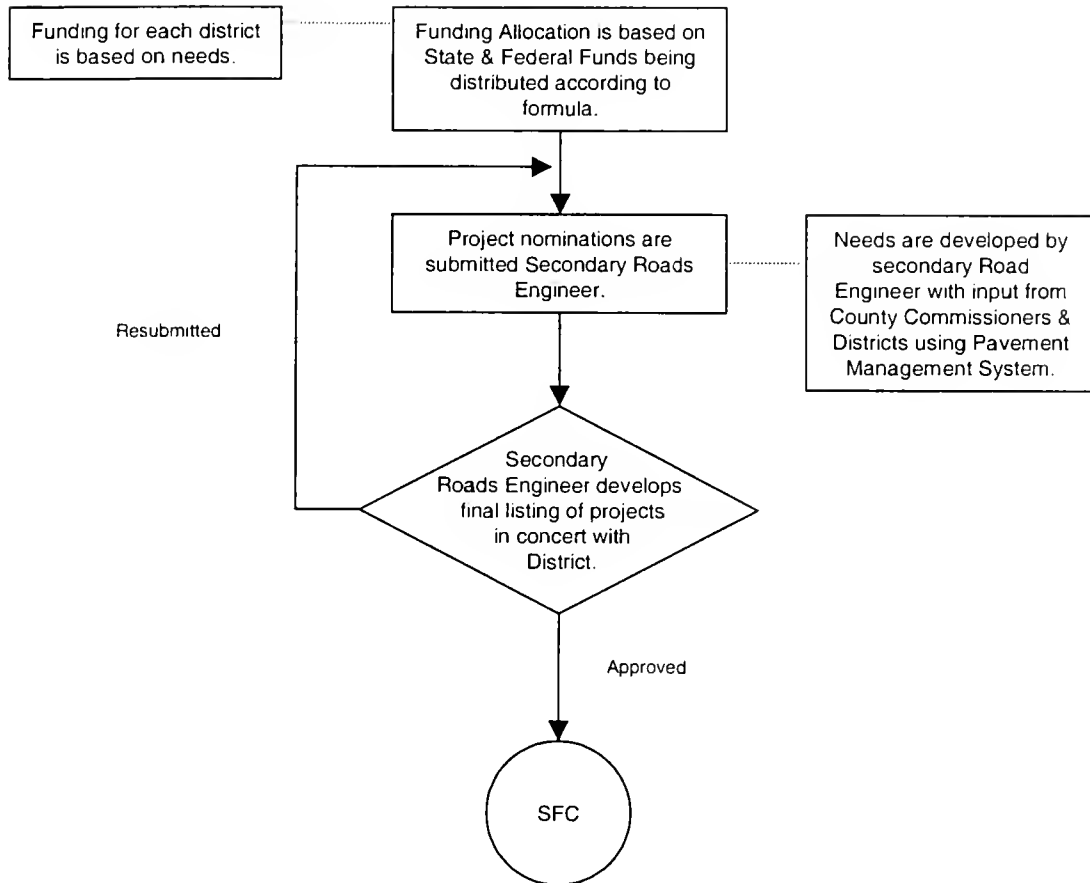
### ***State Funded Construction Program (Non-Secondary)***

Preliminary engineering activities, such as surveying and design, are initiated following placement of the project program into the Manpower and Project Scheduling Management System. Because these projects are primarily overlays, seal and covers, designs are fairly quick and simplistic and are generally performed by the district offices.

Because of the simplicity of design and scope of work, these projects are built during the construction season following the authorization of the project program (approx. 1-year).

All projects must appear in the STIP and are subjected to public review before receiving Transportation Commission approval. For more details see the STIP process.

## *State Funded Construction Program (Non-Secondary)*



## *On & Off-System Bridge Program*

### **“Highway Bridge Replacement & Rehabilitation Program” (HBRRP)**

#### **Unit**

Multimodal Programming Bureau  
Project Analysis Section  
Secondary Roads in cooperation with the Bridge Bureau

#### **Contact**

Gary Larson, Secondary Roads Engineer (406) 444-6110  
Joe Kolman, P.E. Bridge Engineer (406)444-6260

#### **Program Purpose**

The “Highway Bridge Replacement and Rehabilitation Program” enables state to replace or rehabilitate bridges over waterways, other topographical barriers, other highways, or railroads where it is found that the bridge is significantly important and is unsafe because of structural deficiencies, physical deterioration, or functional obsolescence.

#### **Funding**

##### **On-System:**

The On-System Bridge program receives funding through the Federal Highway Bridge Replacement and Rehabilitation Program. The On-System Bridge program receives 65 percent of the HBRRP funds. The remaining 35 percent is allocated to the Off-System Bridge program. In general, On-System Bridge projects are funded with 80 percent federal funds and 20 percent state funds. An exception to this funding ratio occurs on Indian Reservations where 100 percent of the cost of bridge projects are federally funded.

##### **Off-System:**

The HBRRP program is funded through a formula requiring 80 percent participation and 20 percent match. TEA21 provides Federal aid to the states to fund rehabilitation and reconstruction of which 65 percent of the total authorization is dedicated to “On System Bridges”. A minimum of 15 percent of the HBRRP funds must be dedicated to “Off-System Bridges” with 20 percent optional. The Montana Transportation Commission has dedicated this discretionary funding of 20 percent to the “Off-System Bridge Program” for a total of 35 percent.

#### **Program Eligibilities**

##### **On-System:**

Projects eligible for funding under the On-System Bridge program include all highway bridges on any Federal-aid system. The bridges are eligible for rehabilitation or replacement. In addition, painting and seismic retrofitting are also eligible activities under this program.



## ***On & Off-System Bridge Program***

A structurally deficient bridge is eligible for rehabilitation or replacement; a functionally obsolete bridge is eligible only for rehabilitation; and a bridge rated as sufficient is not eligible for funding under this program.

### **Off-System:**

The procedures for selecting significantly important bridges for inclusion in the program is based on a ranking system which weighs various elements of a structure's condition and considers county priorities.

- A field inventory of the condition of the state's bridges is carried out in a two-year cycle by MDT Bridge Bureau. A structural inventory and appraisal is completed for each structure. This information is used to calculate the Sufficiency Rating (SR).

Depending on the SR, the bridge is classified as

- 1) structurally deficient (<50)
- 2) functionally obsolete (50 – 80)
- 3) sufficient (>80)

Any bridge with a sufficiency rating greater than 80.0 does not qualify for any expenditure of federal funds.

## **Statutes**

Section 144 of U.S. Title 23, Highway Bridge Replacement and Rehabilitation Program.

## **Project Selection**

### **On-System:**

On-System bridges must appear in the STIP and are subjected to public review before receiving Transportation Commission approval. Based upon the sufficiency ratings assigned to each bridge, the Bridge Bureau assigns a priority for replacement or rehabilitation of structurally deficient and functionally obsolete structures.

### **Off-System:**

Off-System bridges must appear in the STIP and are subjected to public review before receiving Transportation Commission approval.

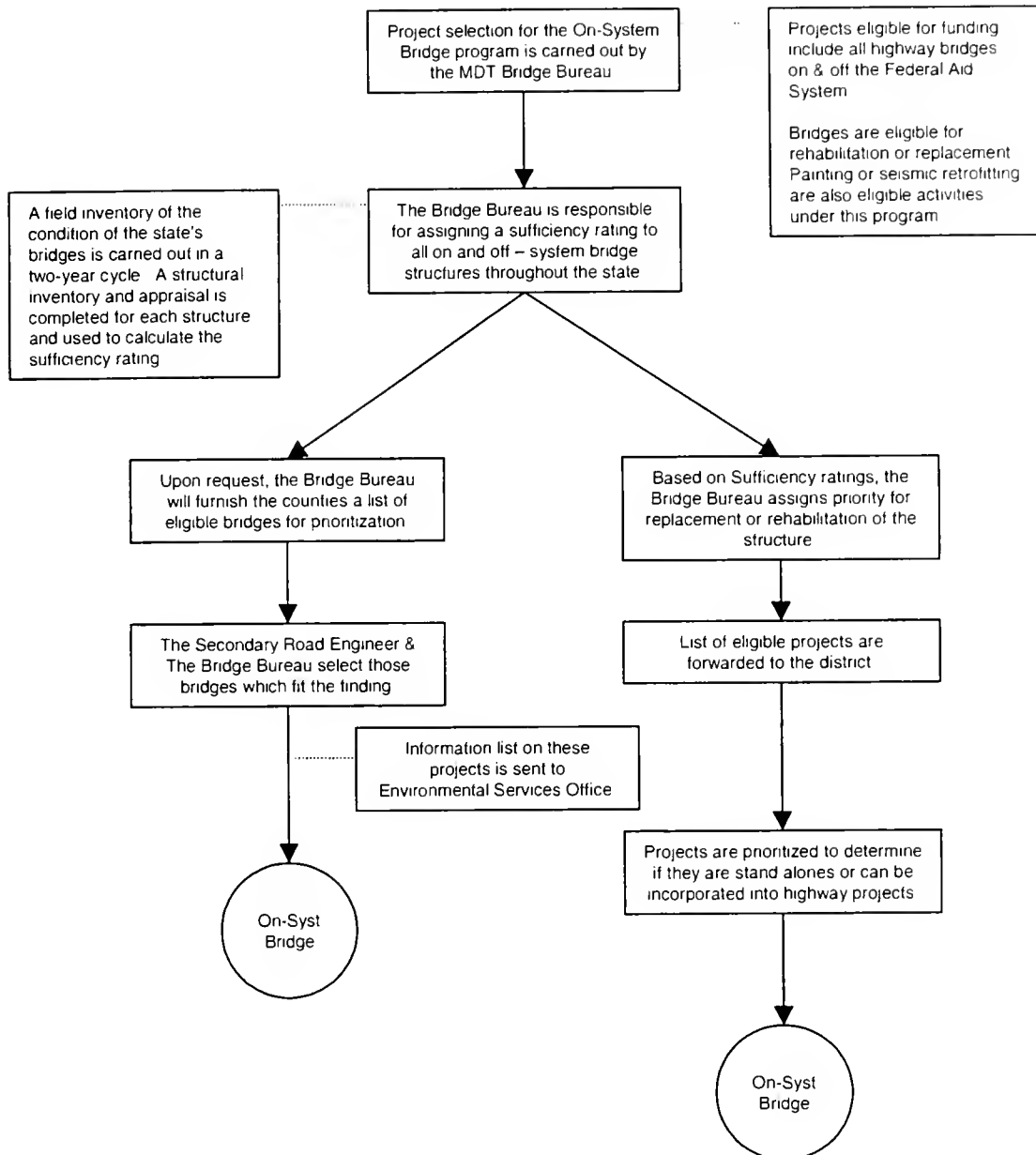
Off-System bridge improvement projects receiving Transportation Commission approval are submitted to the Project Analysis Section by the MDT Bridge Bureau in concert with the Secondary Road Engineer in the form of partial preliminary engineering request. The Project Analysis Section then initiates a program request to the Fiscal Programming Section who formulates programming documents for submittal to the Federal Highway Administration.

### ***On & Off-System Bridge Program***

FHWA reviews the documents and commits Federal participation through a letter of approval and/or authorization, and Federal-aid project agreement.

The MDT Bridge Bureau designs majority of Off-System bridge projects. Depending on MDT workload and availability of staff, some projects go to consultants. Once designed Off-System bridge projects are let to competitive bidding and are constructed by the lowest qualified bidder.

## On & Off-System Bridge Program



## ***Hazard Elimination Program (STPHS)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section in cooperation with Safety Management Section

### **Contact**

Jeff Ebert, P.E., Project Analysis Engineer (406) 444-7639  
Pierre Jomini, P.E., Safety Management Engineer (406) 444-6113

### **Program Purpose**

The purpose of the federal hazard elimination program is to identify hazardous locations throughout the state's highway system, assign benefit/cost ratio priorities for the correction of these hazards, and implement a schedule of projects for their improvements.

### **Funding**

Each year, 10 percent of STP funding is set aside for safety programs. The hazard elimination program receives funding from this pool of funds. Hazard elimination projects are funded with 90 percent Federal funds and 10 percent state funds.

### **Program Eligibilities**

Projects eligible for funding under the hazard elimination program include projects on any public road other than a highway on the Interstate System.

### **Statutes**

Section 133 of U.S. Title 23, Surface Transportation Program  
Section 152 of U.S. Title 23, Hazard Elimination Program

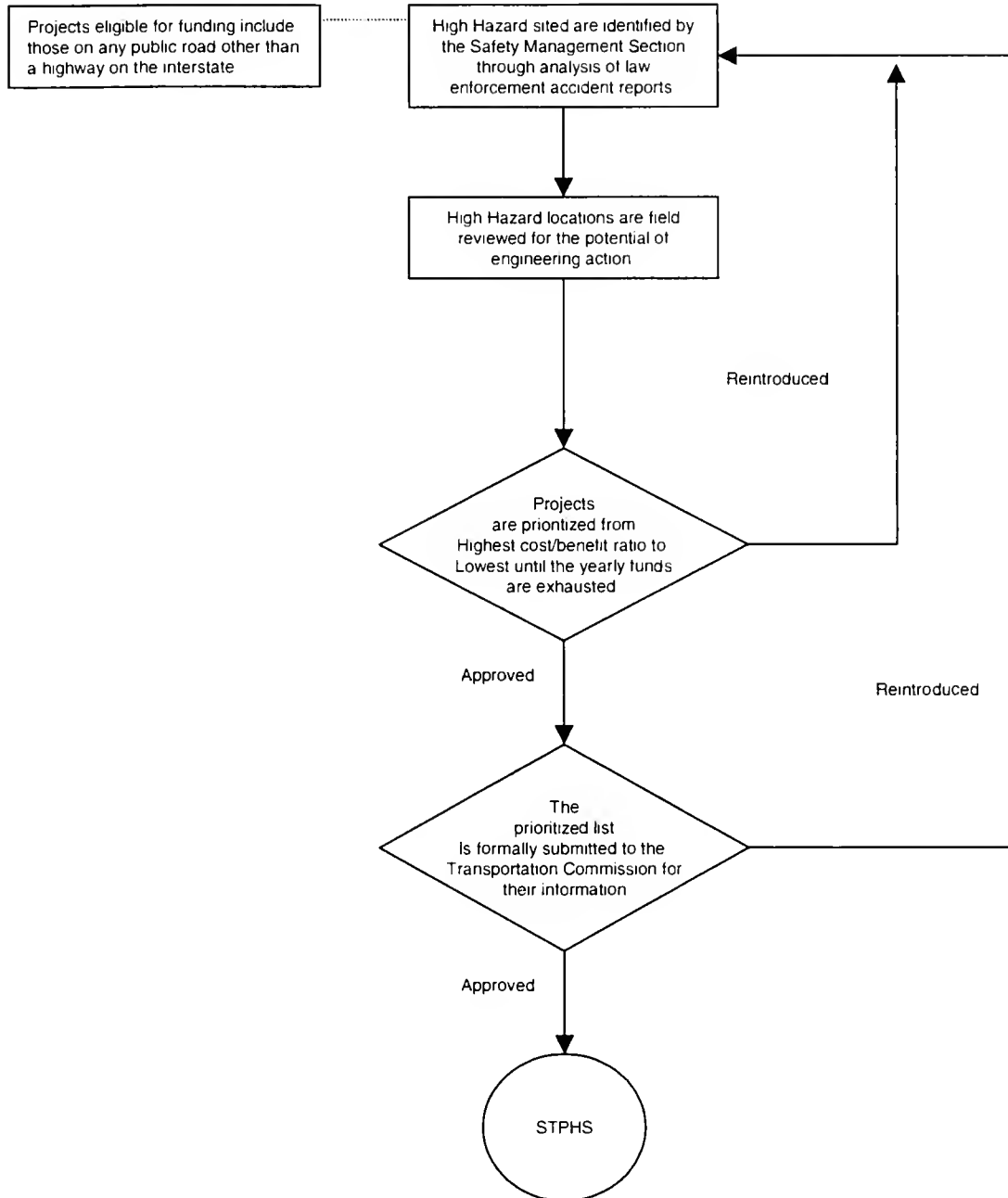
### **Project Selection**

High hazard sites are identified by the Safety Bureau through the analysis of law enforcement accident reports. Sites with a cluster of accidents over time are field reviewed and an appropriate type of corrective action is determined. The cost of the proposed hazard elimination project is compared to the potential benefit of the action. Once the benefit/cost ratio is calculated for all high hazard sites, the projects are prioritized from highest benefit/cost ratio to lowest and projects are funded in this order until the yearly funds are exhausted.

The prioritized benefit/cost ratio list of hazard elimination projects is submitted to the Montana Transportation Commission for their approval. Once the Commission has approved the projects, the projects are submitted to the Statewide Transportation Improvement Program (STIP). For more details, see the STIP process.

## *Hazard Elimination Program (STPHS)*

The MDT Bridge Bureau designs majority of Off-System bridge projects. Depending on MDT workload and availability of staff, some projects go to consultants. Once designed Off-System bridge projects are let to competitive bidding and are constructed by the lowest qualified bidder



## ***Rail/Highway Crossing Elimination of Hazard Program (STPRR)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section in cooperation with Rail/Highway Safety Manager

### **Contact**

Jeff Ebert, P.E., Project Analysis Engineer (406) 444-7639  
John Althof, Rail & Highway Safety Manager (406) 444-7247

### **Program Purpose**

The purpose of the federal rail/highway crossing—elimination of hazard program is to identify high hazard rail crossing sites and construct new rail/highway grade separations. The program also utilizes funds to rehabilitate existing grade separations.

### **Funding**

Each year, ten percent of STP funding and five percent of the state's Hold Harmless adjustment is set aside for safety programs. The rail/highway crossing – elimination of hazard program receives funding from this pool of funds. Grade separation projects are funded with 90 percent Federal funds and 10 percent state funds.

### **Program Eligibilities**

Possible expenditures include the separation or protection at grade crossings, reconstruction of existing crossings, relocation of highways to eliminate crossings.

### **Statutes**

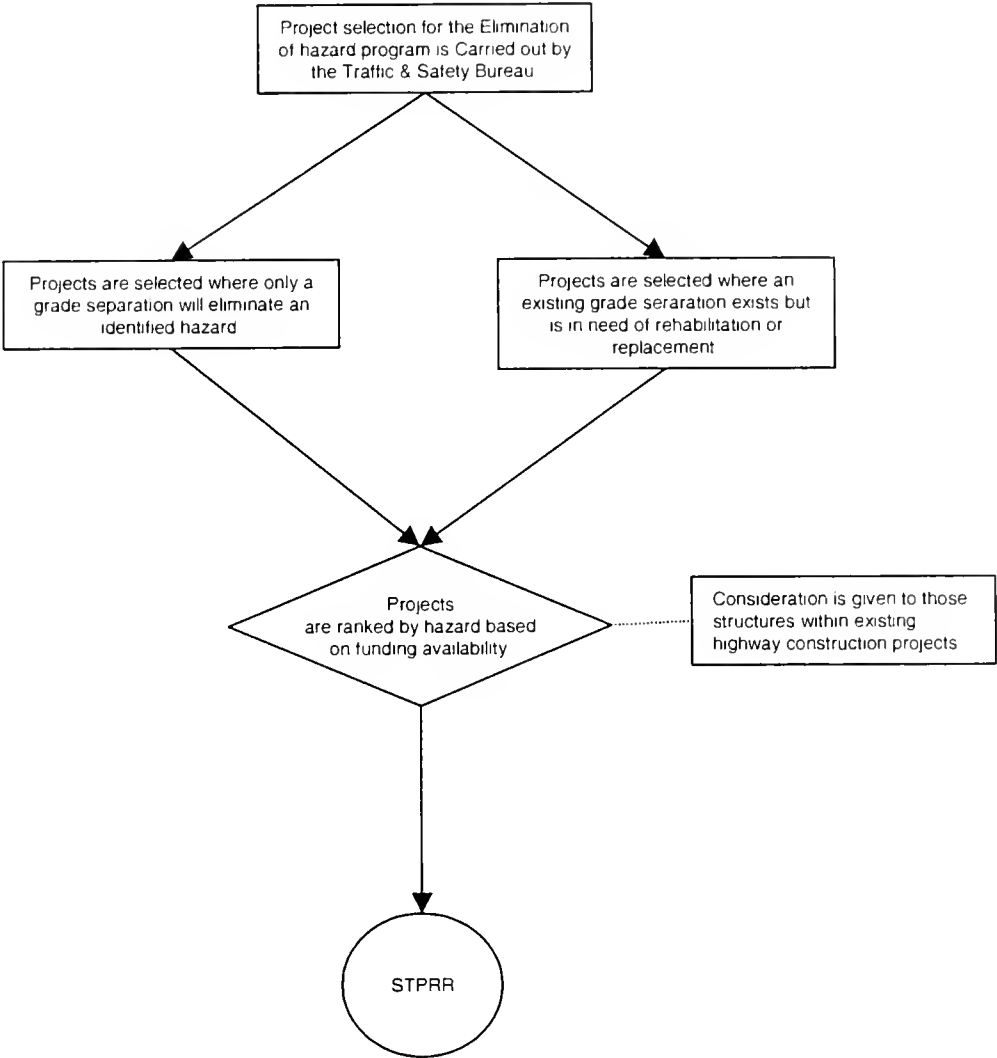
Section 130 of U.S. Title 23, Railway-Highway Crossings

### **Project Selection**

Projects for this program are selected by identifying those sites where only a grade separation will eliminate an identified hazard or where grade separation exists but needs rehabilitation or replacement. Since funding for this program is limited, STPRR funds are often used in combination with other federal funding sources (NHS, STPP) in order to accomplish costly grade separation projects..

All Rail/Highway Crossing – Elimination of Hazard projects are submitted to the Statewide Transportation Improvement Program (STIP). For more details, see the STIP process.

*Rail/Highway Crossing Elimination of Hazard Program (STPRR)*



## ***Rail/Highway Crossing Protective Devices Program (STPRP)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.  
Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

The purpose of the Federal rail/highway crossing-protective devices program is to identify high hazard rail crossing sites and install new rail crossing signals. The program also utilizes funds to upgrade existing signals.

### **Funding**

Each year, ten percent of STP funding and five percent of the state's Hold Harmless adjustment is set aside for safety programs. The rail/highway crossing – protective devices program receives funding from this pool of funds. Protective devices projects are funded with 90 percent Federal funds and 10 percent state funds.

### **Program Eligibilities**

Protective devices at rail-highway grade crossings.

### **Statutes**

Section 130 of U.S. Title 23, Railway-Highway Crossings  
Section 1015 of ISTEA, 1991

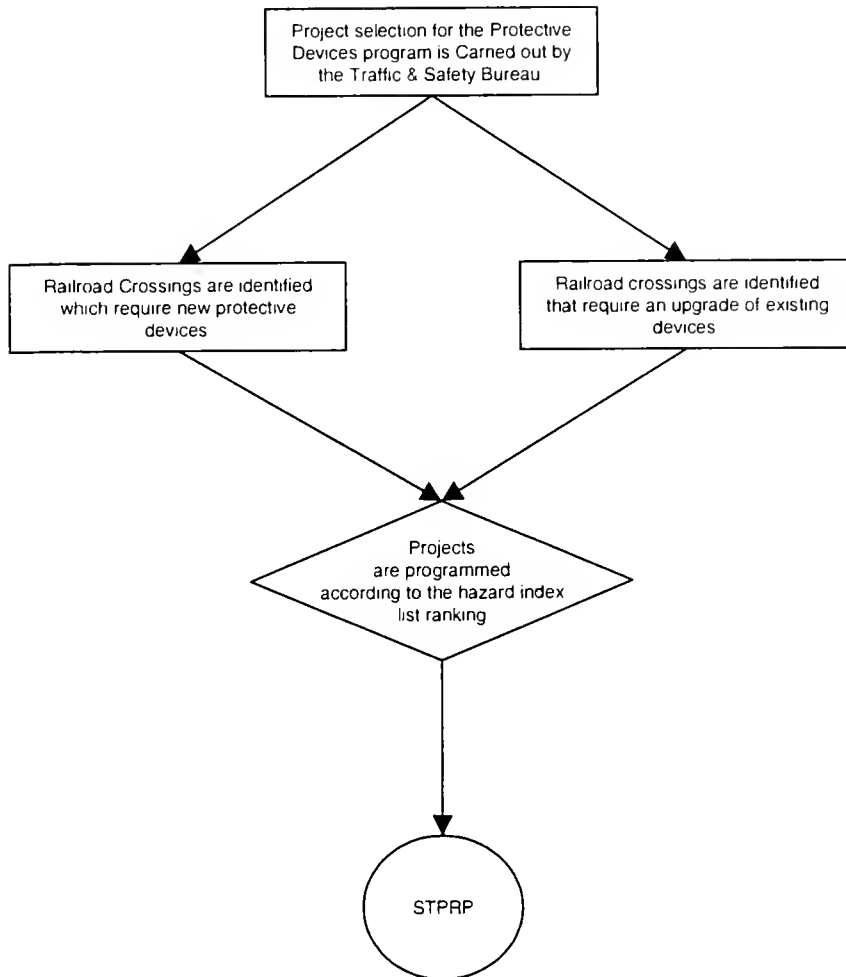
### **Project Selection**

Projects for the protective device program is carried out by the Rail-Highway Supervisor of the Right-of-Way Bureau, Utilities Section. The Rail/Highway Supervisor is responsible for surveying and identifying those railroad crossings, which require new protective devices, or upgrading of existing devices. Each year, approximately one-half the funds are dedicated to new signals and one-half the funds are utilized to upgrade existing signals.

All Rail/Highway Crossing – Protective Devices projects are submitted to the Statewide Transportation Improvement Program (STIP). For more details, see the STIP process.



*Rail/Highway Crossing Protective Devices Program (STPRP)*



## ***Performance Programming Process (PPP)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Jeff Ebert, P.E.  
Project Analysis Engineer  
(406) 444-7639

### **Program Purpose**

The Performance Programming Process (PPP) is a method for MDT to measure progress and develop an optimal investment plan to move us toward strategic transportation system goals. Through the use of performance programming, MDT will realize the following:

- Improved Accountability for MDT's transportation program
- Sets clear guidelines for making sound and cost effective investment strategies
- Improves the ability of measuring progress in system performance and program delivery
- Allows tangible justification of MDT's fiscal needs before Montana's legislature.
- Provides linkage to the Statewide Transportation Plan

### **Funding**

The PPP is funded through normal accounting for planning purposes (SPRPL) and is currently being incorporated into daily business practices throughout MDT.

### **Summary**

PPP uses the outputs from the following management systems to develop a funding plan and support the capital program development.

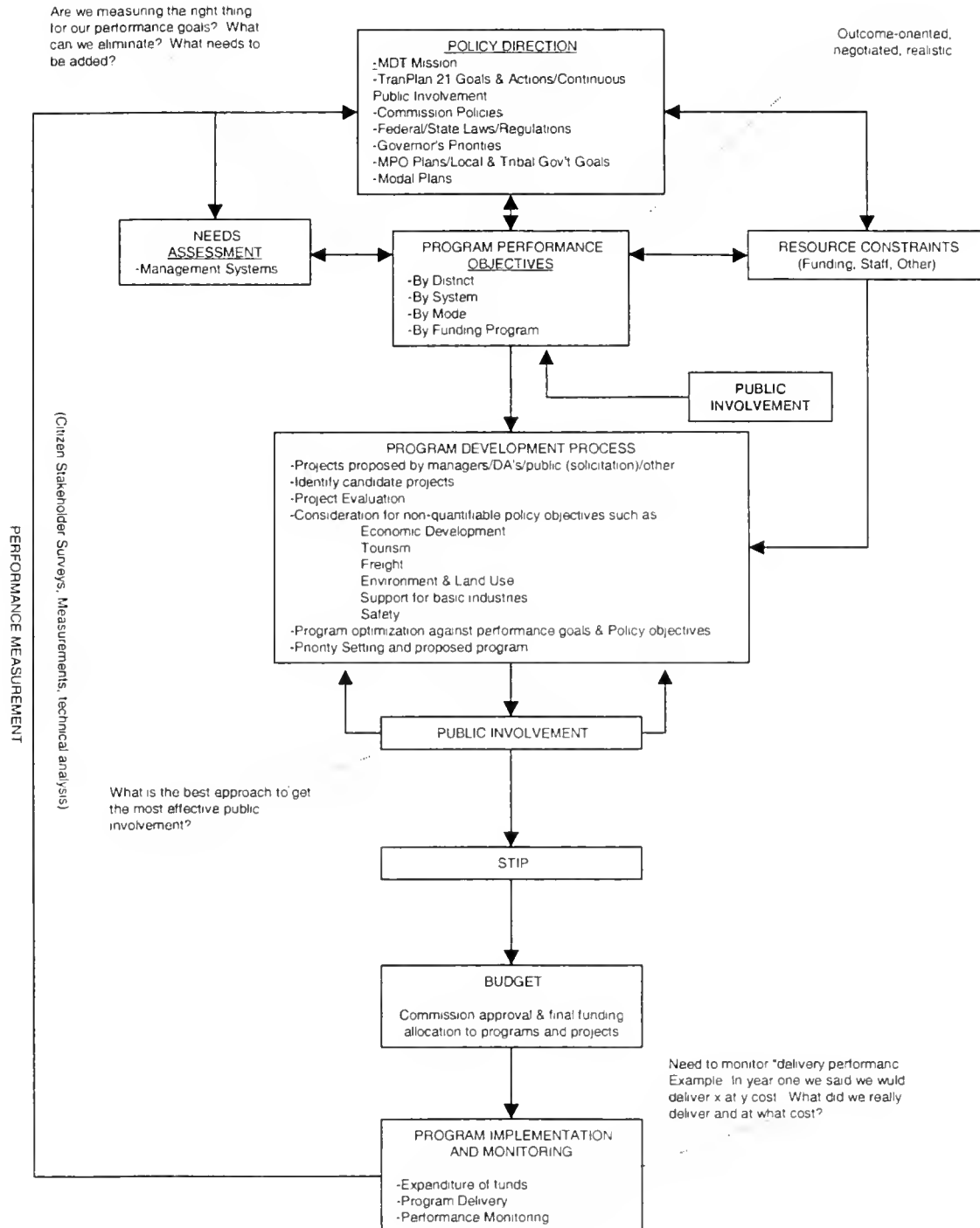
- Pavement Management System (PvMS)
- Congestion Management System (CMS)
- Bridge Management System (HPMS)
- Safety Management System (SMS)

These four systems are analyzed to answer the question of a) What overall system performance can be achieved based on various funding levels? And b) What is the best mix of funds to achieve strategic objectives?

### ***Performance Programming Process (PPP)***

The PvMS uses Ride as the key performance indicator. HPMS uses the Health Index under the PONTIS system. SMS uses a calculated weighted index of crash and severity rates and the total number of crashes. CMS uses a rating system based on Level of Service (LOS) data. In the future, a Miscellaneous Management System will be developed tracking and analyzing items such as guardrail, rest areas, interchanges, signs, etc.

## Performance Programming Process (PPP)



## ***Emergency Relief Program (ER)***

### **Unit**

Multimodal Programming Bureau  
Project Analysis Section

### **Contact**

Shannon R. Schultz, P.E.  
Civil Engineering Specialist  
(406) 444-7259

### **Program Purpose**

The purpose of the Federal Emergency Relief (ER) program is to repair or reconstruct Federal-aid highways and roads on Federal lands which have suffered serious damage as a result of (1) natural disasters or (2) catastrophic failures from an external cause. Road and property damages from an event *not* part of the Federal-aid system are covered under FEMA and other programs.

### **Funding**

Labor, material, and equipment costs incurred within the first 180 days of the date of the disaster are reimbursed fully (100%) by the FHWA. If these temporary repairs restore the site to safe, pre-disaster conditions, they serve as the permanent repair.

Otherwise, costs incurred for Engineering, R/W, Detours, Overlays, Damage from Slides, Quakes, and Floods, Landscaping, Appurtenances, Remove Debris, Features resulting from NEPA Process, Materials, and Equipment, Right-of-Way, Preliminary Engineering, and Construction purposes are reimbursed at the usual Federal percentage based on system type.

Furthermore, the minimum amount of damage from any single natural or catastrophic event must exceed \$700,000 to be eligible for ER funds. And, the total cost to cure any single site affected by the larger event must exceed \$5000, otherwise the fix is considered to be heavy maintenance.

### **Program Eligibilities**

Generally, all elements of the highway within its cross section, which have suffered direct damage as a result of a disaster are eligible for repair under the ER program. These items include engineering, right-of-way, detours, traffic damage, overlays, grade raises, basin flooding, slides, work on active construction projects, traffic control devices, landscaping, roadside appurtenances, timber and debris removal, project features resulting from NEPA process, supplies, materials, and equipment use.

### **Statutes**

Title 23, US Code, Section 125

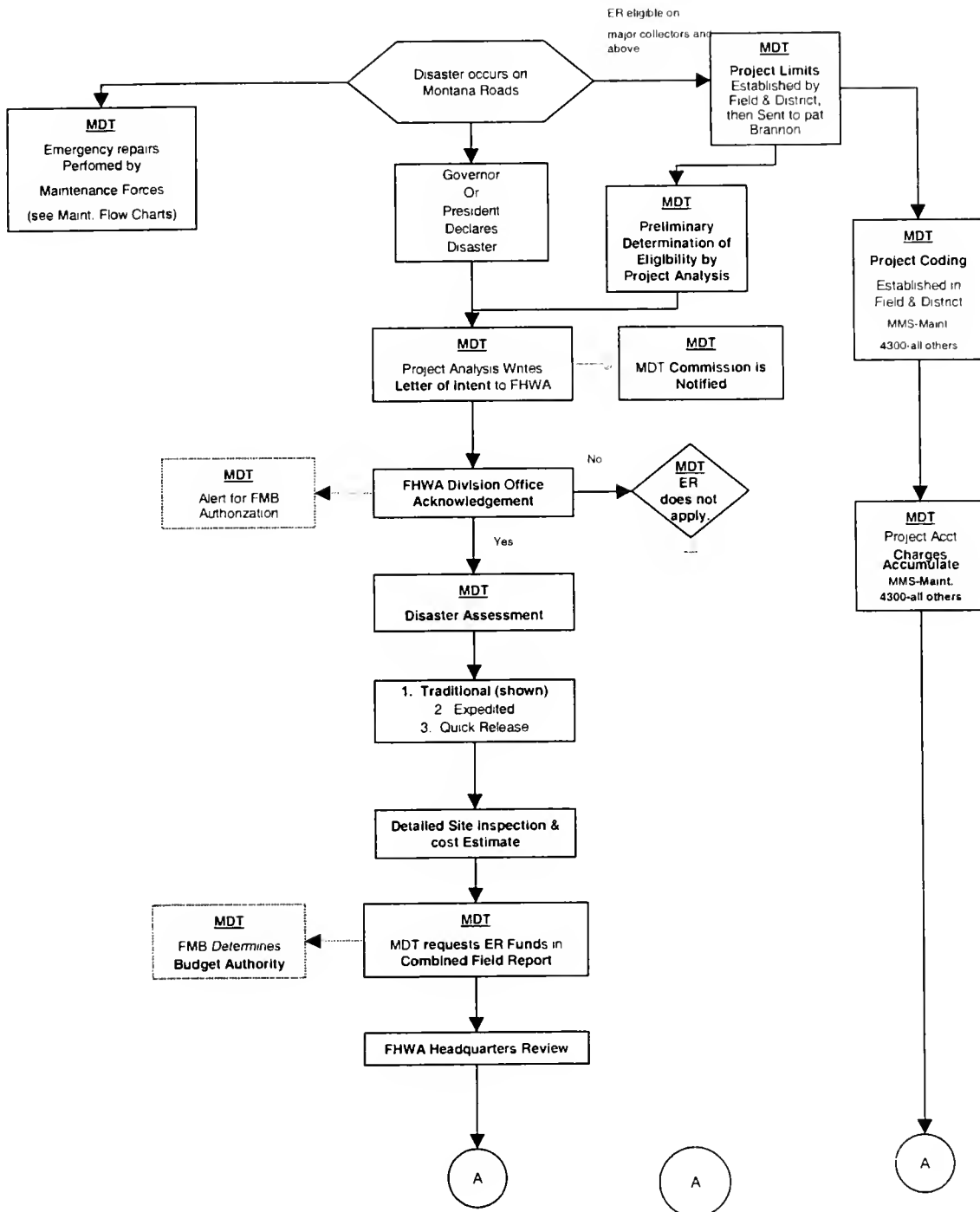
## *Emergency Relief Program (ER)*

### **Project Selection**

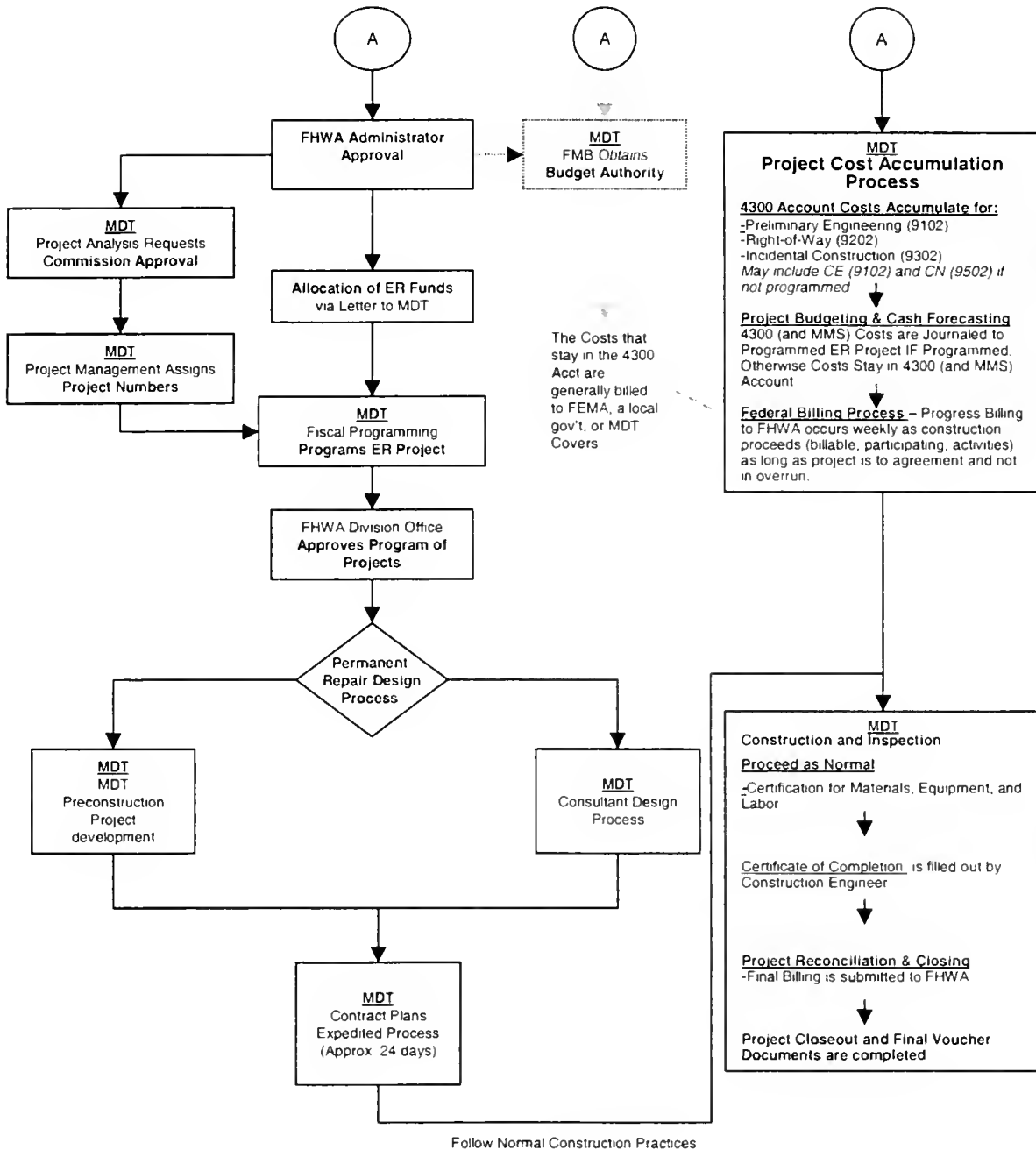
Project selection is based on the elements described above where a disaster has been declared and there is over \$700,000 in damages from a single natural disaster or catastrophic event.

For further information on policies and procedures for requesting, obtaining, and administering ER funds, you can obtain a copy of the *Emergency Relief Manual*, September 1998 edition (Publication No. FHWA-PD-98-54; HNG-12/9-98(7M)E) by contacting Shannon Schultz at the number listed above.

## Emergency Relief Program (ER)



## Emergency Relief Program (ER)





*Program and Policy Analysis Bureau*



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## *System Impact Actions Process*

### **Unit**

Program and Policy Analysis Bureau

### **Contact**

Sandra Straehl, Chief, (406) 444-7692

Dan Martin, Planner, (406) 444-6303

Jim Skinner, Planner, (406) 444-9233

Mary Gayle Padmos, Planner, (406) 444-6216

Mike Tierney, Planner, (406) 444-9416

### **Program Purpose**

The Systems Impact Action Process (SIAP) coordinates MDT's review and assessment of impacts resulting from projects initiated by private developers that significantly affect the State's transportation system. The SIAP coordinated review allows MDT to identify a development's adverse transportation impacts early in the planning and review phases. With SIAP, MDT and local government agencies concurrently review projects, which in turn provides a more complete review of the proposal and cooperative efforts in addressing those impacts. Once impacts are identified, the developer must implement approved mitigation measures to minimize the development's effect on the transportation system. The mitigation measures are placed as conditions the developer must meet before any permits will be issued. If an environmental review is required for the proposed development, the SIAP review ensures all environmental recommendations are followed and that MDT does not issue ad-permits until the environmental review process is complete.

### **Funding**

Impact costs to the state resulting from a private developer's proposal are minimized by assigning impact fees to the developer or by identifying mitigation's to be included in the project's permit conditions.

### **Program Eligibilities**

Projects that may significantly impact the transportation system through increased traffic, traffic delays, safety, etc, such as:

- Major mines greater than five acres
- Railroad at-grade and above-grade crossings
- Road relocations
- Major traffic generators such as a discount store or mall
- Utility service for a major subdivision
- Strip mines
- Major pipelines
- Access request in limited access controlled right of way

## ***System Impact Actions***

Projects that must comply with the NEPA, MEPA or the Major Facility Siting Act.

Projects for utility and encroachment permits in which the MDT Environmental Checklist questions 6 – 8 have been answered yes.

### **Statutes**

Administrative processes as approved by Director and administrative rule on permits.

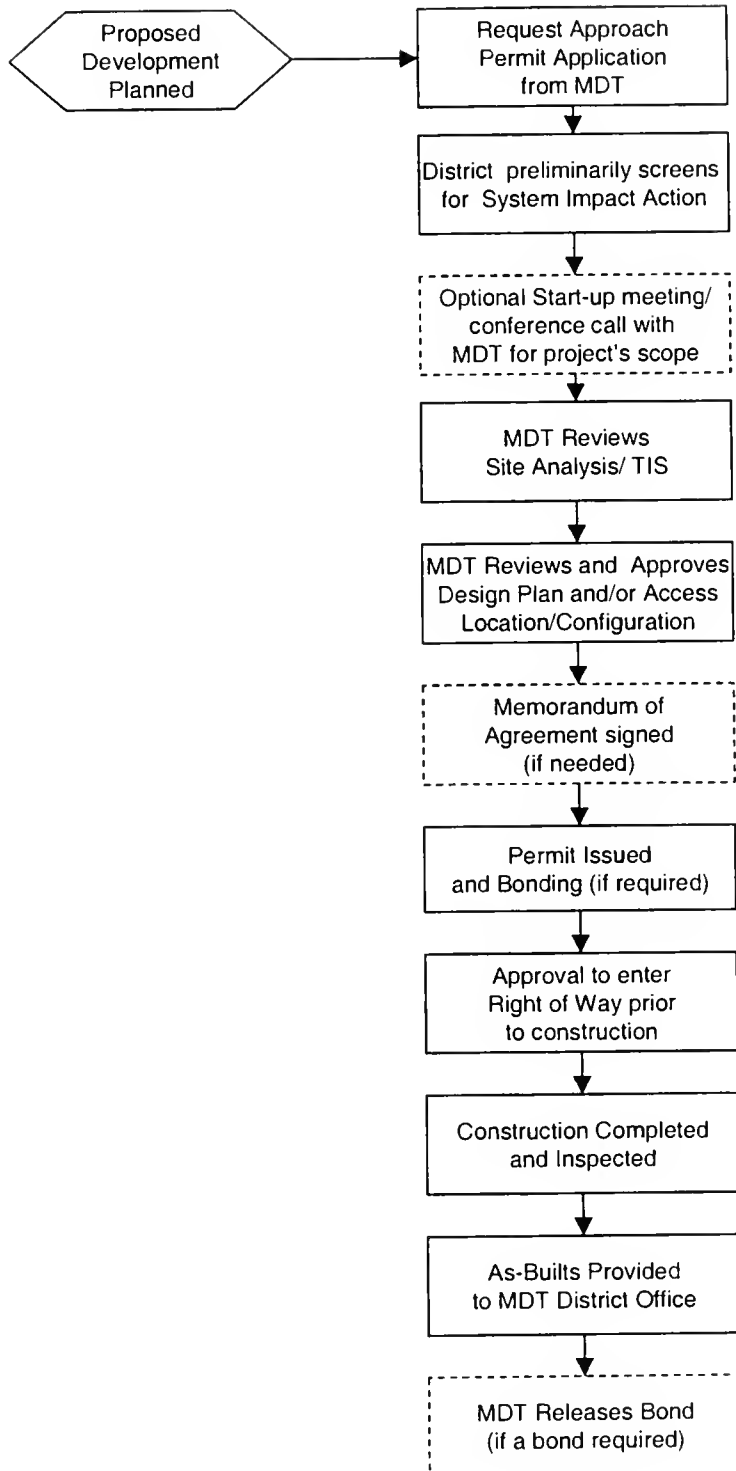
### **Project Selection**

The Program and Policy Analysis Bureau initially screens submittals for applicable federal requirements, department procedures, regulations, guidelines and critical factors which may affect the transportation system. Information is gathered from other Divisions, Bureaus and Districts within MDT. Correspondence is prepared and distributed with review material to the appropriate MDT personnel and lead agency. Attend multi-agency scoping meetings. Coordinate meetings requested by the developer with appropriate MDT personnel. Address mitigation measures requirements and EIS environmental recommendations in all permitting activities.

If questions 6 –8 on the Environmental checklist are answered yes, the permits and checklist are sent to Transportation Planning for further analysis regarding transportation system impacts, and if necessary, multi-agency environmental review coordination. After the appropriate analyses and coordination the Transportation Planning Division Administrator will sign the Environmental Checklist attached to the Utility Occupancy and Encroachment Permit. The District may issue the permit at its discretion. Transportation Planning may specify certain conditions, which are attached to the permit before issuing. In cooperation with the appropriate district, Program and Policy Analysis Bureau negotiates agreements with the developer to set forth the framework for exchange, review procedures, timeliness, cost responsibilities and coordination of such actions.

The planning and environmental review process for major developments could continue through a number of years before actual construction. The Program and Policy Analysis Bureau continually assesses such proposals and keeps the Districts and appropriate headquarter personnel abreast of the project status and activities.

## System Impact Actions



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